Greeley-Evans School District 6

District 6 Online Academy

Parent-Student Handbook

2025-2026 School Year

(Versión en Español)

District 6 Online Academy

Parent-Student Handbook

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Welcome

Dear Students, Families, and Staff,

Welcome to the new school year at District 6 Online Academy! We are thrilled to have you as a part of our D6OA Navigators family and look forward to an amazing year ahead as we continue to forge a pathway for a new way of learning for all Kindergarten through 12th-grade students here in Colorado! Thank you in advance for your support, guidance, and valuable input as we work collaboratively to create the best opportunities for each of our students to learn essential academic and life skills within their chosen learning environments.

*The District 6 Online Academy is where every student's education is met with hands-on support for a personalized learning experience provided by certified teachers, caring staff, and dedicated administrators; we truly take to heart our motto, **"preparing ALL students for tomorrow's world through personalized online learning and opportunities."***

As a multi-district online public school accredited by the Colorado Department of Education, we provide students with a complete curriculum approved by the Greeley-Evans District Board of Education. We have everything your child needs for a successful educational experience, equitable to students attending K-12 at a brick-and-mortar school. It is a school designed for you.

- *A high-quality education aligned to Colorado Department of Education Standards and D6 Board Requirements*
- *An exciting blended program that combines asynchronous online learning with face-to-face instruction*
- *A high school program that provides students with an individualized pathway to graduation and career and college readiness*
- *Small "families" of students (morning meetings and advisory courses), led by a classroom teacher, meet daily to grow in community, social-emotional skills, and global citizenship, ensuring personal connections in a virtual environment.*

This handbook provides consistent expectations for students, staff, and families and outlines our school-family partnership to ensure student success at D6OA. Please review and share it with your student(s) to understand these expectations. Our success relies on engaged families and students committed to online schooling and achieving their educational goals.

As we embark on our fourth year, many exciting days lie ahead. We will continue to build our school culture, ensure academic growth and success, establish traditions, and most importantly, strengthen our relationships with staff, students, and families. The 2025-26 school year will be great, and we couldn't be more excited that you have chosen to join our learning community!

Jorge Gonzalez
Principal

Overview

Greeley-Evans School District 6

Mission: *District 6 engages every student in a personalized, well-rounded, and excellent education, preparing students to be college and career-ready.*

Vision: *District 6 engages, empowers, and inspires today's students in partnership with families and communities to succeed in tomorrow's world.*

District 6 Online Academy (D6OA)

Mission: The mission of the *District 6 Online Academy is to engage every student in a personalized learning experience that allows guided choice of the place and path that meets their learning needs and goals to be prepared for post-secondary learning and life.*

Vision: *In partnership with our families, D6OA empowers students to work within and beyond the parameters of time and place to navigate the K-12 path successfully and inspires students to pursue interests and passions to set their place in tomorrow's world.*

We believe in…
"Preparing ALL students for tomorrow's world through personalized online learning and opportunities."

District 6 Values

- District 6 is committed to ensuring all students are prepared for their future. Knowing that in-person learning might not be the best option for every family, District 6 offers an online learning option for our families. As a student in our District 6 Online Academy, we will engage, nurture and support students through this phase of their education. These values steer our work:
  - *Our students come first.* In all our planning, we decide what is best for our students.
  - *We promote access, opportunity, and choice.* While several families want in-person learning, we know some families want other options for their child(ren).
  - *We commit to excellence, innovation, and continuous improvement.* We continue to innovate to educate all of our students.

Enrollment Information

Is online learning best for your child?

- Please read through each section of the handbook to ensure that online learning is the best learning environment for your student. Some considerations when enrolling your student in a 100% online learning format are:
  - Internet Access and solid connectivity in the home (100 Mbps minimum).
  - Learning Coach (*a person or adult to support their child at home through learning experiences)* available to help with student learning.
  - A learning space with minimal distractions.
  - Availability to attend live scheduled classes during normal school hours.
  - [Dispositions/skills to be a successful online learner](#)

In and Out of District Enrollment Procedures

- To enroll students in the online school, families must open-enroll their student(s) through the [District 6 Open Enrollment](#). This process opens in November/December of each year. For additional information, contact the Admissions office at 970-348-6062.

Transfer Policy and Procedure

- The transfer process allows flexibility in school enrollment within the current school year and when circumstances necessitate a change in school. All requests for enrollment at a school outside a student's attendance area will be processed as transfers once the school year has begun.

- Transfer requests must be initiated by the parents/guardians by filing the approved form with the school principal which the student wishes to attend (receiving school). The transfer form will be available online on the [district's website](#). The principal or district personnel will explain the procedures to the parent/guardian to process transfer requests. The receiving school principal will notify the school principal in the student's attendance area of the disposition of the request.

- The receiving school principal will decide whether a transfer application is accepted or rejected based on the same criteria established in state and federal law and Board policy as used to consider open enrollment requests. It may be appropriate under some circumstances to conditionally approve a transfer request. The

receiving school principal will notify the parents and students of approval or disapproval of a transfer request as soon as possible.

- Approved transfers will be granted through the end of the school's highest grade level.

- Students who wish to return to their home school or to transfer to a different school must reapply for a transfer by these regulations.
- High School students may not be eligible to transfer from their current school after the eight week of the semester.

School Calendar 2025-26

Please see the school calendar **HERE,** found on the District 6 website.
- **High School Students begin classes on Monday, Aug 11, 2025**
- **Middle School Students begin classes on Tuesday, Aug 12, 2025**
- **Elementary Students begin classes on Wednesday, Aug 13, 2025**

School Contact Information

District 6 Online Academy

1113 Tenth Avenue,
Greeley CO 80631
(970) 348-5600
http://www.greeleyschools.org/onlineacademy
Office Hours: 7:30 am - 3:30 pm

Staff/Support for	Contact Information	When to Contact
Attendance	Please notify your student's teacher and fill out this form.	Reporting excused absences.
Contact	For questions and inquiries, please email onlineacademy@greeleyschools.org	General school questions
Kailee Vallejo *D6OA School Secretary*	kvallejo1@greeleyschools.org (970) 348-5600 Office Hours: 7:30 am - 3:30 pm	Attendance information, information regarding upcoming dates/events

Arely Islas Acuna *D6OA Family Advocate*	Email TBD (970) -348-5602	Questions regarding academic/attendance contracts, resources for student and family support
Sabrina Peña, *D6OA Office Manager*	spena4@greeleyschools.org (970) 348-5601 Office Hours: 7:30 am - 3:30 pm	School-related issues, scheduling a meeting with the principal or assistant principal
Dustin Lucas, *D6OA Online Specialist*	dlucas@greeleyschools.org (970) 348-5603 Office Hours: 7:30 am - 3:30 pm	General technology issues related to learning platforms (Schoology/Edgenuity), attendance, and grades (Infinite Campus), damaged or dysfunctional Chromebooks
Technology Support	Find Help at: D6OA Tech Video Tutorials Support Line Website Knowledge Base External Email: itsupport@greeleyschools.org	Login issues, blocked sites, user account
Rachel Reyes *K-12 Counselor / Registrar*	rreyes6@greeleyschools.org	Questions regarding schedules, course changes, transcripts, counseling appointments, Naviance support, Graduation Requirements/ Audits, Post Secondary (Higher Education, Trade, Workforce)
Cassie Gonzales, *D6OA Assistant Principal*	cgonzales1@greeleyschools.org (970) 348-5610	Questions regarding assessments, MTSS, student behavioral & academic supports, family support
Jorge Gonzalez, *D6OA Principal*	jgonzalez47@greeleyschools.org (970) 348-5609	Questions regarding staff, family partnerships, and overall school operations
Teacher Contact Information can be found on school website under Staff Pages		

Learning Materials and Supplies

Provided by Online Academy

- The following items will be supplied to students by the Online Academy at orientation:
  - Chromebook
  - Headphones, earbuds
  - Textbooks, workbooks, and supporting materials
- Some learning materials may need to be distributed throughout the year as needed. Families will need to arrange for the pick-up of

supplies on the designated dates and times as communicated.
- Materials provided by the school will be collected at the end of the quarter or start of the new quarter.

Provided by Families
- Parents will be responsible for providing certain supplies. These supply lists will be included on the District 6 website.

Attendance, Engagement, and Conduct K-12

Elementary Courses (K-5)
- All students are expected to attend classes by video conference and by completing their independent assignments every day that school is in session and to make up any work that was not completed after the school day or on weekends
- Attendance is taken and entered into the Infinite Campus record for each session that students are to be in Class / Zoom live sessions. Students must be awake, dressed (see dress code), and ready to learn for each class period.
- Elementary Homeroom teachers will take attendance two times per day in Infinite Campus; once for the A.M. period and again for the P.M. period.
  - K-3 students will be working asynchronously (self-paced) so attendance will be changed if they do not meet engagement requirements and complete assigned activities by end of the day 11:59 PM.
- If a student is not present in either synchronous session (via Zoom), the student will be marked as absent for that period.
- If students log in later than 3 minutes to a synchronous session, they will be marked as tardy for that period.
- Attendance will be submitted via Infinite Campus within 15 minutes of the start of each period.
- Teachers will mark students tardy and contact the learning coach if a pattern has been identified in these scenarios:
  - Student arrived at the synchronous session later than 3 minutes past class start time (T:min late).
  - Student not participating in the synchronous session - logged in but has not responded or been seen for 15 minutes or more (Absent).
  - Student left the synchronous session before dismissal of scheduled course time (LE: min left early)
  - The student did not return from an independent/small group work time or break within 10 minutes of stated return time. (LE:min left early)
- Students will be marked absent if they students fail to log into the class or the teacher suspects the student is no longer engaged on GoGuardian

Secondary Courses (6th-12th) Attendance

Synchronous Courses

- Synchronous Course Attendance will be taken based on synchronous sessions (class meetings) as stated on student schedules. Attendance (student participation) will be marked by the educator of record in Infinite Campus for each scheduled course for each period each day.
- Teachers will be taking attendance immediately at the start of class.
- Students who attend class after 3 minutes and before the first 15 minutes of class will be marked tardy. Habitual tardiness may result in disciplinary action.
- Students who come to class more than 15 minutes late after the start of the class period or who leave early and miss a substantial amount of class time will be marked absent.
- Teachers have the discretion to adjust or modify attendance if a student is not:
    - Physically visible
    - Responsive to teacher questions in the following formats
        - Verbal
        - Zoom Chat Feature
        - GoGuardian Chat/Virtual Call
        - Email
    - Active in class learning applications
    - Active on Go Guardian
- <u>Teachers</u> modifying attendance will note the reason in Infinite Campus Attendance Comments
- Recovery courses are considered live taught and require class attendance with an interventionist teacher, even though course content is mediated through Edgenuity

.Asynchronous Courses/Times

- Asynchronous Courses such as Edgenuity Courses and K-3 Async Blocks are indicated on student schedules.
- Edgenuity courses will be next to the teacher display name, and CDLS courses will be on the course identification number.
- Attendance will be managed by the teacher of record for each scheduled course and monitored by the Online Specialist and Administrative Team.
- The daily attendance expectation for engagement in each Edgenuity course will be evidenced by the Edgenuity engagement log and GoGuardian activity and entered into Infinite Campus accordingly.
- Students will be remarked present when meeting one of the following expectations:
    - The student actively worked in the class for a minimum of 15 minutes
    - The students' Edgenuity progress report shows they are on track (Blue).
- K-3 students will need to ensure completion of all asynchronous activities assigned by the teacher to ensure attendance for the block of time assigned to students. Teachers will have the ability to go back one day and change attendance if the

student did not engage in the asynchronous learning and will also enter a comment in the attendance.

- If a student works outside of school hours after attendance has been posted, teachers will adjust attendance accordingly the next day in collaboration with our school secretary.
- Teachers will use comments to clarify the reason for an attendance correction or a student being marked absent at their discretion.

Excused Absences
- If your student is absent, please notify your student's teacher and fill out this form.

Repeated absences and Truancy
- See Board Policy JHB. The Online Academy Administration will follow the district's policies for partnering with families to avoid truancy proceedings whenever possible, as long as families are taking action to ensure their students are attending, progressing, and engaged in learning.

Vacations During the Year
- Families are strongly encouraged not to schedule vacation during school days; however, with the virtual schedule, students can complete assignments and attend synchronous classes while traveling. Long-term absences require the prior approval of the Administration. Please contact the school office to request a form to submit a long-term absence. Learning Coaches are asked to advise their teacher of their plans and to inquire about related deadlines for make-up work. Teachers are not required to make long-range assignments for vacationing students. The families are responsible for communicating and ensuring work is completed following classroom policies for late/makeup work.

District Snow Days
- The Online Academy will hold regularly scheduled classes on district-wide snow days deemed as "Remote Learning Days." If the district determines a full Snow Day, D6OA will also close so teachers and families might address any weather-related issues or emergencies. The Online Academy offices will close for Remote Learning Days and Snow Days. Please check the school website and monitor your email account for important announcements during weather-related events.

Engagement Expectation
- During online sessions, the camera is to be on and centered (framed up test). The background should be reduced to allow students to engage fully in learning. Students should use headphones to assist with hearing and focus. Students are to be facing the screen, listening, and participating. Students should be responsive to messages and voice prompts. **If the student is not framed up on camera, off-task, and does not respond to the teacher after multiple reengagement attempts, the student may be marked absent for the remainder of the session.** There may also be disciplinary consequences for routine failure to meet these engagement expectations.

General Discipline Policy
1) We believe that all people have the capability of learning from mistakes; therefore, as a school community, we will approach discipline from a restorative practice

(See more under [Code of Conduct](#)) frame of reference, assuming the best intentions and providing opportunities to grow from our choices.

2) If a student shows inappropriate behavior during a class meeting or a report is made of inappropriate behavior using school-issued devices or learning tools:
   1. Teachers will respond by re-teaching expectations for behavior and implementing classroom-level interventions or consequences, including communicating with the student's family.
   2. A second violation may require a Reflection to be completed by the student that is shared with the building administration team.
   3. If the behavior continues, the teacher will escalate the situation to the Administration for support. Interventions and consequences will be implemented with documented involvement of the Learning Coach and Guardians. The administration will add to the contact log in Infinite Campus.

Student Expectations

Students are expected to:

- Have good attendance per [school policy](#) and [state law](#).
- Stay [engaged](#) at the pace set by the teacher.
  - Coursework includes assignments to be completed online and offline.
  - All submissions are online unless specified by the teacher.
  - Use the assignment calendar to stay on track.
- Follow the district's values and rules of behavior. [Board Policy JIC, Student Conduct](#), and our school's [Code of Conduct](#)
- Adhere to the [Board Policy JICA](#) for student dress code.
- Adhere to the [Weld County School District 6 Technology Use Agreement](#) and the Board of Education [Policy JS-E Acceptable Use of Internet and Electronic Communications](#)
- Complete their work assignments (See [Academic Honesty](#) policy), including assessment tasks independent of learning coach or others.
- Students are expected to reply to emails sent directly within 24 hours.

Parent/Guardian/Learning Coach Expectations

Expectations have been developed to clarify for families what it takes to ensure a student is academically successful in the online environment.

==**Parents must have an active email address and phone number on file that are checked weekly to ensure ongoing communication.**== Additional expectations for the success of your child are as follows:

Tips for a great School-Home Partnership	● The parent or guardian will ensure that they or someone they designate will be a Learning Coach (a person who supports *their child at home through learning experiences)* for students in grades K-5. ● Students, Parents, and Learning Coaches (if applicable) should attend an orientation scheduled during the first week of school enrollment and scheduled parent/teacher conferences twice per year. ● Parent/Guardian must ensure the student attends CMAS, NWEA, and other assessments at the designated location and follow the procedures provided. ● Parent/Guardian will need to monitor student's attendance through the [Infinite Campus Parent Portal](#) ● Parent-Teacher communication is a vital cornerstone to maintain the unique partnership between the school and parents. Teachers are the parents' first point of contact for academic questions. Respectful, productive communication is expected from parent to teacher and teacher to parent. Parent/Learning Coach phone conversations with teachers or the office that include profanity and uncontrolled anger or shouting will not be permitted. If parent behavior is disrespectful in this manner, the conversation will revert to written communication only. Parents/Learning Coaches are expected to maintain responsiveness to email, newsletters, and phone communication with the teacher and the school. Professional, courteous two-way communication is always encouraged. ● Stay informed by reading the weekly **Nautical Newsletter**.
Tips to help your child succeed	● Students will need earbuds or headphones, their school device, a notebook, and a pen/pencil for their online coursework. Some classes may require additional materials. ● Creating a good environment for learning is critical for students learning from home. Try to have a specific place and time set up for schoolwork. Limit distractions by turning off the TV, silencing phones, and setting them away from the learning space. Keeping students focused on their work allows the parent to focus on their tasks. Set breaks for lunch and have a set time to put away the learning. The time spent with your child's teacher is limited, so ensure your student is ready to learn, having used the restroom and attended to personal needs before the class starts. ● To ensure all students have a safe online environment, we ask that you be cognizant of students' backgrounds by ensuring that their

surroundings are school-appropriate. Keep in mind, teachers can hear noise and conversations in the background even if the child is wearing headphones; any family member who might appear on camera, even in the background, should be dressed appropriately.

- Using a calendar will help your child stay on track. Hang a paper calendar on a wall or refrigerator, and set up reminders and appointments on your phone or smart devices to help you remind your child. You might consider using a timer for this specific purpose.

- Setting goals for the week helps your child see their accomplishments. It also keeps them from getting behind.
- Reward yourselves when the lesson is done. Consider keeping points for every assignment submitted and extra points when they are ahead.
- Ask your child about their school work. Have them share something interesting or re-tell a story. Ask questions so the student has to form their own opinions. This helps the student think about their learning and lets them know you are interested in their work.
- If the student is sick, they will have one day for every school day missed to make up the work.
- Email the student's teacher if you have questions or concerns.
- Parents can access attendance, make changes to their email, phone numbers, and check grades/report cards through the Infinite Campus Parent Portal

Reporting Concerns

Concerns involving your child, other students, or building policies and procedures:
- **Concerns about your child's learning or classroom experience:**
  - First, contact your child's teacher.
  - If the concern is not resolved, contact the assistant principal or principal.
- **Concerns involving a staff member:**
  - First, reach out directly to that staff member to discuss your concerns..
  - If the concern remains unresolved, contact the principal or assistant principal.
- **Concerns involving the principal, assistant principal, or district policies and procedures:**
  - Begin by contacting the principal or assistant principal.
  - If the issue is still not resolved, contact the Assistant

Superintendent.

Opportunities to Participate and Serve our School Community

1. School Accountability Committee
   a. Our SAC will meet quarterly with parent representatives, teachers, and school administrators. If you are interested in serving/volunteering on this committee, please contact Jorge Gonzalez at jgonzalez47@greeleyschools.org.

Elementary School

Schedule

Individual schedules will be distributed to students at orientation before the start of classes. Elementary students will have daily online teacher instruction/class time and independent work time. The schedules below reflect the approximate amount of time students will engage in their learning weekly/daily. Exact times and expectations during the instructional time frames will be shared at the beginning of the school year. The instructional time will include teacher instruction, class discussion, independent work, and small group collaboration at each teacher's discretion and professional decision.

Kinder- 3rd Grade Schedule

Time	Monday	Time	Tuesday-Friday
	LATE START		
9:00-11:15	AM Attendance/Learning Block	8:00-11:15	AM Attendance/Learning Block
11:15-12:00	Lunch	11:15-11:45	Lunch
12:00-3:20	PM Attendance/Learning Block	11:45-3:20	PM Attendance/Learning Block

4th/5th Grade Schedule

Time	Monday	Time	Tuesday-Friday
	LATE START		
9:00-12:05	AM Attendance/Learning Block	8:00-11:55	AM Attendance/Learning Block
12:05-12:35	Lunch	11:55-12:25	Lunch
12:35-3:20	PM Attendance/Learning Block	12:25-3:20	PM Attendance/Learning Block

Curriculum	Elementary curriculum will combine District 6-approved digital content and core content in Schoology delivered and monitored by the homeroom teacher.

- Students will engage daily in reading, writing, math, social studies, and science.
- Students will engage in special rotations in Art, Music, Social/Emotional Learning, and P.E.
- Students will engage in regular 1:1 mentor time with the teacher alongside their learning coach.

Assessment	Students will be assessed through a combination of formal assessments, informal assessments, and digital content data reports. ALL TESTS MATTER! We need to have an accurate determination of where students stand academically and need your support to ensure assessments arevalid.

- Literacy and Writing: common & benchmark assessments, anecdotal records through ongoing teacher observations, checks for understanding, custom sets, checkpoints, quick writes, and short constructed responses
- Math: Common & Benchmark Assessments, Exit Tickets
- Science: Inquiry Projects, Project Checkpoints
- Social Studies: Inquiry Projects, Project Checkpoints

Grading Policy	Teachers will grade student work based on a body of evidence for literacy, math, science, and social studies using the current elementary report card. Report cards will be posted quarterly in Infinite Campus.

Performance Levels:
- A performance level score of 4, 3, 2, or 1 is given based on the student's progress toward the end-of-year grade-level expectations, as evidenced by the outcomes identified in the Colorado Academic Standards.
  - 4 = exceeding grade level expectations (Advanced)
  - 3 = meeting grade level expectations (Proficient)
  - 2 = moderate progress towards grade level expectations (Partially Proficient)
  - 1 = limited progress towards grade level expectations (Unsatisfactory)

Middle and High School

Schedule   Individual schedules will be provided prior to starting the school year through Infinite Campus. The following (chart) outlines the typical schedule for most grades 6-12 students. However, a student's graduation pathway and credit needs at the high school level will drive specific core and elective schedules. A student's actual schedule is determined by a specific plan of study.

Time	Monday		Time	Tuesday -Friday
7:35-9:00	LATE START (School starts- 9 AM)		8:00-8:45	Advisory
9:00-9:40	Advisory		8:50-9:45	Period 1
9:45-10:30	Period 1		9:50-10:45	Period 2
10:35-11:20	Period 2		10:50-11:45	Period 3
11:25-12:10	Period 3		11:50-12:20	Lunch
12:15-12:45	Lunch			
12:50-1:35	Period 4		12:25-1:20	Period 4
1:40-2:25	Period 5		1:25-2:20	Period 5
2:30-3:15	Period 6		2:25-3:20	Period 6

Curriculum   Middle School and High School teachers will follow District 6 Curriculum in synchronous courses. Elective courses will be self-guided with content and assignments provided by Edgenuity, other than live-taught health, Art, PE, and Music courses provided by OA staff members.

Students will choose individual pathways to graduation from the Online Academy Secondary Course Offerings and Descriptions.

Assessment   Middle and High School teachers and students will follow the state and district Assessment Guidelines. Assessments at the Middle and High School levels will be a combination of:

- Classroom and digital content formative assessments and projects
- Unit assessments
- Class projects
- Benchmark Assessments (NWEA, READ180, IXL, Lexia PowerUp)
- State Required Assessments (CMAS/PSAT/SAT)

Grading Policy   The Online Academy Middle and High School is NOT a "work at your own pace" program unless your high schooler is enrolled in Edgenuity or Credit Recovery Courses. Students must follow deadlines established by their teachers in each course regardless of live taught or Edgenuity platforms. Teachers are available for student questions and assistance during regular school hours. Teachers respond to student questions within 24 hours (school days only) and return graded work within (3) three school days. Large projects and research papers will be returned as quickly as possible.

Students will meet with their teachers during their regularly scheduled course time for all classes that are **not** in Edgenuity. Students who are working in Edgenuity classes will have at minimum, weekly check-ins about assignments and progress with the Credit Recovery Specialist during Seminar hours or SDL. If progress in the course is not at minimum pace, content seminar time may be required at a time scheduled by the teacher or CR Specialist. Weekly grades will be recorded in Infinite Campus and used for CHSAA eligibility.

Synchronous Course Expectations
- During the 2023-2024 school year, D6OA will begin the implementation of Equitable Grading Practices at the secondary level that accounts for each student's strengths, preferences, resources, and language. These practices will reflect students' mastery of knowledge and skills based on measurable and observable course objectives that promote learning. Additionally, teachers will set clear objectives, develop observable criteria, and provide opportunities for success so that all learners can reach and realize their full potential. See full grading practices by clicking the link.

Edgenuity Course Expectations

- Students will need to pass all summative (quizzes, tests, and discussion-based Assessments) with a score of 60% or higher to move to the next lesson.
- If the student has below a 60% on a formative quiz or test, the teacher will determine the criteria for a retake and may include time on task, re-learning, notes, and discussion-based review with the teacher. The student is required to complete all assignments.
- Students should be engaged for 15 minutes minimum a day; however, it is highly recommended that students spend the entire class period working in their class.
- Teachers will enter students' ACTUAL grades and Progress into Infinite Campus weekly on Wednesdays and Fridays by the end of the day to ensure families are aware of their students' academic progress.
- Students are required to complete at minimum 60% of the course and have a passing grade to receive credit.

Students are responsible for checking the course syllabus for each class to determine the late policy for each course. Missing (50%) marks 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 are up to the teacher's discretion and must receive prior approval from the principal.

Grade Appeal Policy	1. The student should first discuss the course grade fully with the instructor of the course. This must be done within six weeks after the beginning of the succeeding regular academic semester.
	2. If the student's instructor does not resolve the matter, an appeal can be made to the academic administrator.
	3. The decision of the school administrator will be communicated to the student, the instructor, and the Registrar's Office.
Schedule Modifications	The students will have up to the sixth week of the semester to make changes to their schedules and will be marked as "Withdraw No Mark" on Infinite Campus. This means that the student can change the course without any marks on the transcript. After the sixth week, there will be no schedule changes. At the start of the seventh week, IF the student wants to drop the class the student will be marked as "Withdraw Fail" if the student is failing the class. This will be recorded on the transcript. Students who are passing a class but want to drop it will be

encouraged to remain in the class. Please reach out to our counselor to ensure changes are made promptly.

Reporting of Grades	Students and Learning Coaches can log into Infinite Campus to check student progress at any time. Report cards are issued at the end of each semester.
Advanced Placement	Self-paced, asynchronous AP courses will be made available to students through Edgenuity. See Course Description Handbook for choices.
Sports Activities	Students in grades 6-12 wanting to participate in sports activities will be able to do so at their boundary school. Registration information will be provided on the Online Academy Website. For any questions, please contact the Office Manager.
Extra-Curricular Activities	Clubs and extracurricular opportunities may be provided for Online Academy students depending on student body interest and ability to provide staff sponsors. More information will be provided throughout the year in school newsletters.
CHSAA Eligibility	A minimum number of 3 credits per semester is required to remain on track for graduation. CHSAA requires the student to have a passing grade in 2.5 credit-bearing courses per semester.
Co-curricular Activities at Boundary Schools	Co-curricular and Career and Technical Education activities, such as band, choir, FFA, FCCLA, DECA, etc., that are tied to academic classes at a student's boundary school are unavailable for D6OA students during the 2024-25 school year.
Graduation Requirements	Students enrolled in District 6 Online Academy who meet graduation requirements will graduate from D6OA at a separate graduation ceremony and have a diploma and transcript from the Online Academy. Board Policy IKF

Equipment Rules and Guidelines

District-issued Chromebooks are required to be used for all Live Lessons	Students are expected to use the District-issued device throughout the school day so that teachers can monitor students effectively. If the Chromebook you were issued is nonoperational, please contact the school immediately, as this is considered a violation of policy and will be treated with disciplinary actions.
Acceptable Use Policy	Students will adhere to the AUP that is required to be signed upon enrollment for each school year. The rules and regulations are provided so

that students and parents/guardians know the responsibilities students accept when they use district-owned technology equipment. In general, this requires efficient, ethical, and legal utilization of all technology resources. Violations of these rules and guidelines will result in disciplinary action as per the Greeley-Evans School District 6 Code of Conduct (p. 16).

Electronic Resource Policy and Responsible Use Procedures

Families must ensure unfettered access to the internet as well as a technology backup plan*. In the event that a student's internet connection becomes unstable, communication with your child's teacher becomes critical. Learning Coaches should immediately notify Dustin Lucas, Online Specialist, if a school-loaned Chromebook is malfunctioning. Please note that any equipment loaned to students is not guaranteed to be free from hardware failures. It is the responsibility of the parent to ensure that arrangements are made to replace the Chromebook in a timely manner. If a student is unable to complete work or attend synchronous class sessions for any reason, contact the student's teacher immediately.*

General Guidelines	All use of technology must: ● Support learning ● Follow local, state, and federal laws ● Be school-appropriate
Security Reminders	● Do not share logins or passwords with other students or friends ● Students are asked to share passwords with parents or guardians ● Do not develop programs to harass others, hack, bring in viruses, or change others' files ● Follow Internet safety guidelines
Inappropriate Content	All files and live lessons (cameras, chats, communications) must only include school-appropriate content. Inappropriate materials include explicit or implicit references to: ● Alcohol, tobacco, or drugs ● Gangs ● Obscene language or nudity ● Bullying or harassment ● Discriminatory or prejudicial behavior ● Weapons or gestures that allude to bringing harm to self or others

Equipment Use and Care

Care of Chromebook	● Always carry the Chromebook with two hands.

at Home	● Charge the Chromebook fully each night. ● Completely shut down the Chromebook after each school day. ● Do not leave the Chromebook in a vehicle. ● Store the Chromebook on an elevated, flat surface (never on the floor). ● Protect the Chromebook from extreme heat or cold, food and drinks, small children, and pets.
Prohibited Actions	Students are prohibited from: ● Putting stickers or additional markings on the Chromebook and power cords/chargers. ● Defacing district-issued equipment in any way. This includes but is not limited to marking, painting, or drawing on any surface of the Chromebook.

Email for Students

Purpose	All students are issued an email account. Email allows students to safely and effectively communicate and collaborate with district staff and classmates. The effective use of email is: ● A modern communication tool to be monitored daily in grades 3-12th. We do not encourage or expect K-2 to access or use email for communication purposes. ● Used to interact with teachers and other students as appropriate. ● A way to meet the International Society for Technology in Education Student Standards (ISTE-Student Standards).
Guidelines and Reminders	Email should be used for educational purposes only. ● Email transmissions are monitored by the district to ensure appropriate use. This means that administrators and teachers may check students' email and will be alerted to any inappropriate content. ● All email content using school email accounts is the property of the district. ● Email should only be used by the authorized owner of the account. ● Students should protect their passwords at all times. Any suspected breach of a student's assigned Greeley-Evans School District 6 account should be reported immediately.
Unacceptable Use Examples	Non-education related forwards (e.g. jokes, chain letters, images, etc.). ● Harassment, profanity, obscenity, violence, racist terms.

- Cyberbullying, hate mail, discriminatory remarks.
- Email for individual profit or gain, advertisement, or political activities.

Webcams

Purpose   Each student's laptop, Chromebook or iPad is equipped with a webcam. This equipment offers students an opportunity to experience a modern tool to develop modern communication skills.

Examples of Use   Webcams are to be used for educational purposes only, under the direction of a teacher.

Examples include
- Recording videos or taking pictures to include in a project.
- Recording a student giving a speech and playing it back for rehearsal and improvement.

Movies

During School Hours   Watching movies on your laptop is not allowed during school hours without permission from the teacher. Permission will be given only for media used to complete a school assignment.

Gaming

During School Hours   School Online gaming is not allowed during school hours unless you have been permitted by a teacher. All games must be in support of education.

You are not allowed to load personal software onto your district-owned device.

Desktop Backgrounds and Screensavers

Unacceptable Use Examples   Inappropriate media may not be used as a desktop background. The presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drugs, or gang-related symbols is prohibited and may result in district disciplinary action.

Damaged Equipment

Accidental Damage vs. Negligence   Accidents do happen. There is a difference, however, between an accident and negligence. Damages caused due to a student's failure to follow the guidelines outlined in this handbook will be deemed negligent and may incur costs to repair or replace the equipment. Fees for damaged Chromebooks/chargers may be placed on a student's account following the

Lost or Stolen Equipment

Reporting Process for Lost or Stolen Equipment

If any equipment is lost or stolen, the student or parent must report it to the school immediately. Students can let a teacher or administrator know, and the staff member will assist him/her in a timely manner.

Fees for Lost or Damaged Chromebooks.

The need to replace lost and damaged property will result in fees being assessed for lost or damaged items. The following are the prices families will pay for Chromebooks.
- Broken screen - $130
- Plastic casing around display bezel - $25
- Power adapter - $29.75
- Damaged keyboard - $25
- Replacement Chromebook - $328

Code of Conduct

District 6 expects all students to behave appropriately for an educational environment and follow school rules. Any behavior which disrupts the learning environment and is detrimental to the safety and welfare of other students or staff is subject to disciplinary action. The principal or designee may apply consequences following our [Response to Behavior](#) protocol, including suspension or a recommendation for expulsion for any student who engages in inappropriate activities. In contrast, in school buildings, in online courses, on District property, when being transported in vehicles dispatched by the district or one of its schools, during a school-sponsored or district-sponsored activity or event, and off school property when the conduct has a reasonable connection to the school or any district curricular or non-curricular event.

The District's Code of Conduct policy can be found on our [district website (Policy JICDA).](#) Before the imposition of a consequence, the student will be informed of the behavior for which the consequence is being imposed and will have some opportunity to explain his/her side of the story. Students using the Internet must abide by the provisions of the District 6 Technology User Agreement, and Colorado Revised Statutes 18-5.5-101 and 18.5.5-102 (also Title 17, USC Section 102). Copies are available upon request. For students identified as disabled and on an Individual Education Plan, please refer to policy/procedure JK*-2. Please note that any infraction marked with an asterisk (*) may involve a school police resource officer or local law enforcement agency. CCS means community/campus service; suspension can be in-school (ISS) or out-of-school (OSS).

Academic Honesty

Examples of plagiarism, cheating, and misuse of technology

- Using the work (written, audio, video) of another person and presenting it as your own without citing the source.
- Apps, websites, blogs, online services, and freelance services that provide answers or complete the work.
- Having a parent, student, or other person complete any portion of an assignment without permission or not specifying which item they completed.
- Engaging in scholastic dishonesty, including but not limited to cheating on a test, plagiarism, or unauthorized collaboration with another person in preparing written work.
- Using AI tools (such as chatbots, text generators, or other automated services) to generate answers, complete assignments, or produce work, and presenting AI-generated content as your original work.

If a student is caught having violated the above provisions, then the following will occur:

1. Upon a first offense, the student and guardian, as well as administration* (defined as the principal/ assistant principal.) The teacher will then have the following course of action.
    a. If the instructor and administration judge the academic dishonesty particularly obvious, then if all concerned parties decide unanimously, a Missing grade will be issued until the following conditions are met:
        i. Meeting with teachers during office hours to discuss the next steps and helpful resources to avoid repeat offenses.
        ii. An alternate assignment will be issued. They can earn up to 75% on this assignment. But no curves, retakes, or resubmissions will be offered.
        iii. Inform the student that all their future work will be graded thoroughly from this point forward.

    b. This offense will be logged in Infinite Campus and the student's

permanent file

2. Upon a second offense, a notification will be made to the student, guardian, and administration, and the following occurs:
    a. An automatic zero will be administered, and no opportunity for a retake will be given.
    b. A referral for In-School Suspension will be issued and carried out in the period that the offense took place.
        i. During that session, they will meet in a restorative justice circle with parents, the administration, and the teacher.
    c. All relevant material (plagiarized material etc.) will be placed in the student's file and logged in Infinite Campus.

3. Upon a third offense, a notification will be made to student/guardian and administration, and the following actions will occur.
    a. An automatic zero with no opportunity to redo the policy.
    b. An immediate out-of-school suspension (OSS) referral will be written for a period of 1-3 days (at the administrations' discretion) for habitual interference of the educational environment.
    c. All relevant material will be added to the student file, and notification will be logged in Infinite Campus.

4. If a student is found to have let another student copy their work, the following actions will be taken:
    a. An automatic zero will be administered, and no opportunity will be given to redo the assignment, and students and guardians and administration* will be notified.
    b. Also, return to class will be based on satisfactory completion of a reflection form and meeting with a teacher.
    c. This offense will also be logged in the student file and IC.

*In cases where the student receives SPED or ELL services, those instructors will be included in the discussion to ensure fairness.

BREACH OF EXPECTATIONS

Academic, Attendance, Camera, Engagement, Connectivity, Assessment, Student Agreements, and Technology	- Students will have multiple opportunities to comply with school expectations (camera, engagement, attendance, connectivity, etc.). - Students who continuously breach D6OA expectations will be REQUIRED to report to our building and will attend classes for the whole day. - First Admin Referral Offense -Students report on Tuesday or Wednesday (1 school day). - Second Admin Referral Offense- Students report Tuesday and Wednesday (2 school days). - Third Admin Referral Offense-Student and parents will be required to meet with administration and discuss the best educational setting moving forward. - We will need your partnership to ensure our students follow our expectations. - Additionally, students who are not having academic success (with more than 2 F's) will be required to attend tutoring until they pass. - Students will have multiple opportunities to meet with teachers and to improve grades; however, if students are not academically succeeding, they will be required to report to our building on Tuesday and Wednesday (2 school days a week as needed).

Where do I go for help?

- Teacher contact information is posted in every Schoology course, and our [Staff Directory](#)
- General School Questions - Sabrina Pena, Office Manager, (970) 348-5601 or spena4@greeleyschools.org
- Suicide Hotline - 988
- [Safe2Tell](#) or 1-877-542-SAFE4 (7233)

The expectations listed in this Parent-Student Handbook are not intended to be all-inclusive. This handbook is designed to give general information and will evolve over the 2025-26 school year. Please watch for continuous communication in emails and weekly newsletters to stay updated. D6OA reserves the right to review and update the handbook as needed throughout the academic school year.

Non-Discrimination Statement [(LINK)](#)

Greeley-Evans School District 6 is committed to providing a safe learning and work environment where all school community members are treated with dignity and respect. The schools in the district are subject to all federal and state laws and constitutional provisions prohibiting discrimination based on disability, race, creed, color, sex, sexual orientation, gender identity, gender expression, marital status, national origin, religion, veteran status, ancestry or need for special education services. Accordingly, no otherwise qualified student, employee, applicant for employment or member of the public may be excluded from participation in, be denied the benefits of, or be subjected to unlawful discrimination under any district program or activity on the basis of disability, race, creed, color, sex, sexual orientation, gender identity, marital status, national origin, religion, veteran status, ancestry or need for special education services. Discrimination against employees and applicants for employment based on age, genetic information, and conditions related to pregnancy or childbirth is also prohibited in accordance with state and/or federal law.

A lack of English language skills will not be a barrier to admission and participation in the District's career and technical education programs (CTE). Students have the opportunity to participate in a number of career pathways, including but not limited to the following areas: Agriculture, Alternative Cooperative Education, Business Education, Construction, Culinary Arts, Engineering Academy, Engineering Technology, Entrepreneurship, Family and Consumer Science, Fashion Design, Finance Pathway, Graphic Design, Health Services, Industrial Technology, Information Technology, Interior Design, Manufacturing (Advanced) Pathway, Marketing, Math & Science Academy, Multimedia, Performing Arts, Teacher Cadet, and Visual Arts. Participation in the District's CTE programs are open for all students at no cost to the students/families, however some CTE programs have limited space or require successful completion of minimum prerequisite courses to be eligible. For participation information, please contact your school's counselor or the CTE program teacher. Additionally, please visit the District's CTE webpage HERE to learn more about the many CTE programs District 6 has to offer.

Complaint procedures have been established for students, parents, employees, and members of the public. The name of the responsible employee who has been identified as the Compliance Officer and Title IX Coordinator for the District is as follows:

Title IX Coordinator & Compliance Officer, James Donahue
1025 Ninth Avenue, Greeley, CO 80631
Phone: 970-348-6104
Email address: jdonahue@greeleyschools.org

Inquiries regarding compliance with equal educational opportunity, including but not limited to complaints of discrimination, may also be directed to the Compliance Officer or in writing to the outside agencies below.

Outside agencies
Complaints regarding violations of Title VI, (race, national origin), Title IX (sex/gender), Section 504/ADA (handicap or disability), may be filed directly with the Office for Civil Rights, U.S. Department of Education, 1244 North Speer Blvd., Suite 310, Denver, CO 80204. Complaints

regarding violations of Title VII (employment) and the ADEA (prohibiting age discrimination in employment) may be filed directly with the Federal Office of Equal Employment Opportunity Commission, 303 E. 17th Ave., Suite 510, Denver, CO 80202, or the Colorado Civil Rights Commission, 1560 Broadway, Suite 1050, Denver, CO 80202.

Updated 7/23/25-Principal Gonzalez