Southwest Colorado eSchool

Student & Parent

Handbook

2016-2017

Southwest Colorado eSchool
Student & Parent Handbook
2016-2017

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Principal
Mike Freeburn

Teacher/Councelor
Kelly Powell: Durango Office

Student Services Coordinator/ Dolores Office
Cindy Houston

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Dear SWCeSchool Students and Parents,

Welcome to the Southwest Colorado eSchool (also referred to as the eSchool in the handbook). We are excited to bring Southwest Colorado its own, accredited, tuition-free, diploma granting, online high school. We are honored that you have selected the eSchool as your school of choice.

Southwest Colorado eSchool is a regional online high school that is both local and global. Students are able to receive local support services, attend field trips, and participate in sports and other extracurricular activities, while engaging in a variety of online courses that open up the world to them through the power of the Internet.

All Southwest Colorado eSchool courses are taught by highly qualified, Colorado licensed teachers whose qualifications and experiences are focused on a specific content area. Many of our teachers have several years of experience using the unique tools of online instruction to help students succeed. Students in our school can expect a highly interactive learning environment with online discussions, live web conferencing, email, instant messaging, text communications, and occasional group work.

We encourage you to familiarize yourselves with this handbook. The high school handbook addresses all topics pertinent to all of our families.

Again, thank you for choosing the Southwest Colorado eSchool and we look forward to an exciting year with you!

Sincerely,

Mike Freeburn
Principal

Mission Statement

The mission of the Southwest Colorado eSchool is to engage area students and ensure their success by delivering high-quality online curricula and instruction in a locally supportive and safe environment.

Vision

The vision of the Southwest Colorado eSchool is to provide area youth with the opportunity for learning that results in skills and credits for grade advancement, enrichment, graduation, and careers.

Locations & Hours:

Durango - eSchool Main Office and Learning Center

835 East 2nd Avenue, Suite 240

Durango, CO 81301

Dolores - eSchool Learning Center

101 North 6th Street

Dolores, CO 81323

Hours: Each Learning Center lists their hours through the SWCeSchool website:

www.southwestcoloradoeschool.org under *Learning Centers*

Academics

Assessments

All SWCeSchool students will be assessed on progress towards learning benchmarks and state standards using various standardized assessment tools. Assessments and grading standards are applied consistently to students of similarly demonstrated ability. Assessments include course lesson assessments, unit and semester assessments, and standardized assessments determined by the Southwest Colorado eSchool. It is important to understand that students are expected to complete all assessments unassisted in order to ensure that the student's ability and knowledge is accurately assessed.

Students will participate in literacy assessments to comply with Colorado Basic Literacy Act requirements. Students may also be required to participate in math assessments.

Student attendance and participation in scheduled standardized assessments include, but is not limited to, English Language Arts and Mathematics Assessment (PARCC) and CMAS: Science and Social Studies. Participation is a mandatory requirement for continued enrollment in the SWCeSchool. As a public school, all students enrolled in grades 3 through 12 are required to participate in the above Colorado State Assessments during the state mandated time frame. Student grade level rather than course level determines the level of standardized testing. All testing times, dates, and locations, including testing information for students enrolled will be communicated to parents by the SWCeSchool staff. The SWCeSchool will provide as much notice as possible to facilitate family scheduling and planning. Testing window information can be found on our school website. Families are strongly encouraged to be available during the entire testing window.

All testing times, dates, and regional locations, including testing information for students enrolled will be communicated to parents by the eSchool staff. The data collected from standardized assessment is used in a number of ways by the parent, teacher, and in the evaluation of the effectiveness of our program. All individual results are also provided to the parent of each student.

Colorado statute states that all children participating in an online program shall be regularly evaluated and monitored and requires that each child in the school meet face-to-face with a teacher for evaluation. This requirement is met by students' participation in Colorado State testing which is required to attend our school in a full time, blended or shared schooling status.

Curriculum

The Southwest Colorado eSchool has contracted Jeffco's 21st Century Virtual Academy (J21VA) to provide its curriculum and instruction for the 2016-2017 school year. J21VA uses the curriculum aligned to and approved for the JeffCo Public School District. Additionally, SWC eSchool utilized courses provided by Colorado Digital Learning solutions, the State On-line supplemental course provider.

High school students must take a total of six courses each semester at the secondary level to include core and electives courses in order to meet graduation requirements. Please refer to the SWCeSchool High School Course Catalog for a complete listing of our current courses and course descriptions. Additional elective courses are offered through Colorado Online but require pre-qualification before enrolling.

Academic Progress, Non-Communication: Procedure

Note: The following procedure will not be initiated when extreme instances or legitimate excuses have been communicated to and agreed upon by the student's teacher(s) (extended illness of the student, planned vacations, etc.). Appropriate progress for special education students will be determined by the special education team.

A child will be considered lacking in appropriate academic progress if he/she does not make regular and consistent progress toward goals determined cooperatively with the eSchool teacher (following the schedule and as determined by the eSchool teacher and administration), if the student is not showing consistent attendance, and/or if there has been a lack of required communication between the parent, student, and teacher. Teachers, students, and parents are partners; a part of the success of online education is regular and consistent communication between the parent, student, and teacher. Not communicating by way of messaging, phone calls, emails or logging attendance, and failing to work regularly in their virtual classroom greatly jeopardizes a student's ability to be successful and our school's ability to be accountable for student learning. Parents and/or students must participate in regular communications about student progress and achievement with their teacher(s). Failure to comply with minimum academic progress requirements can result in the student being placed on an Academic Improvement Plan (AIP) and/or further action.

Academic Improvement Plan/Response to Intervention (RtI)

Students who enroll in the SWCeSchool agree to the academic expectations of completing all courses by the end of each school term. Academic expectations represent the basic academic participation requirements to which parents and students must comply in order to experience success in school.

Students who enroll with SWCeSchool should consistently and conscientiously comply with these expectations. However, as the school year progresses, some students may demonstrate the inability or unwillingness to fulfill one or more of the expectations. In these cases, a Response to Intervention Plan will be initiated so that the school has a mechanism by which the student and parent can be officially notified of behaviors that compromise the successful

academic experience of the student. The parent and student acknowledge the academic deficiencies and implements academic or programmatic changes to address the issues, resulting in an improved school experience. The RtI Plan is the responsibility of the student to follow the goals and steps in the plan. The school resource teacher is the contact for the student RtI plan.

Learning Management System & Etiquette

The Learning Management System (LMS) the SWCeSchool uses for online course delivery is called Schoology. The LMS houses student information regarding student courses and grades and serves as the platform through which students access course syllabi, lessons, personal and school calendars, and threaded discussions or blogs. Students utilize the LMS to submit and retrieve graded assignments, participate in threaded discussions, email their teachers, participate in live discussions, and retrieve teacher answers to students' frequently asked questions.

Threaded Discussions
Students participate in threaded discussions or blogs in each of their courses. These discussion threads are meant to increase student participation and content comprehension while helping students create a sense of online community. The discussion threads are housed within a safe learning environment in which students are encouraged to explore others' responses, contribute their ideas and reflections, and foster a sense of belonging.

Quality and quantity of student responses as well as student participation in discussion threads are factored into students' cumulative grades in most courses. Students are expected to post thoughtful responses to teacher prompts, respond to others' posts in a reflective and meaningful way as well as respond to the posts fellow students have made to their original responses to the teacher prompt. Students are expected to pay attention to proper grammar, usage, mechanics, and spelling in their prompts. Offensive words, ethnic/religious/gender slurs, political agendas, and religious proselytizing will not be tolerated.

Student posts are viewable by all students in the same course and classroom and post in real-time. Students may not retract their posts from the threaded discussion once they have been published. Private and inappropriate comments and/or discussions are not allowed and are also subject to severe disciplinary action. Students may not include personal identifiable information such as age, city of residence, names of parents or siblings, instant messaging or email addresses, references to personal web pages or non-school related websites, nor may they include information about parent or family members' employers. Students may not post their grade information, concerns about the course, teacher, or administration. All concerns should be directed to the teacher or counselor via email or phone. Abuse of the threaded discussion/blog may result in immediate administrative action. The nature and/or frequency of the offense may result in escalation of disciplinary action.

Student Tips for Threaded Discussions/Blogging
- Observe the rules of netiquette, or network etiquette.
- Before starting to type, think about what you want to say. Students can jot down notes or type a draft of the response into a word processing program first.
- Ensure that messages can be understood. Before posting a message, read it aloud to yourself. Some sentences that seem acceptable when typing do not really sound right when read back.
- Take the time to check spelling. Students can use a computer spell-check program to perform this.
- Avoid using abbreviations or inappropriate contractions. When students type these abbreviations they are telling everyone that they cannot type well enough to use complete words. For example:

Appropriate	Inappropriate
"you"	"u"
"your"	"ur"
"see you later"	"cya"

- Avoid saying "me too." This doesn't add to the discussion. Tell *why* you agree or disagree and give some reasons why you feel the way you do. You look like a thoughtful person who thinks carefully about things and considers all of the facts.
    Poor Example: I thought this article was bad.
    Good Example: I thought this article was bad because the author did not address why photosynthesis is vital to the life cycle of the fern.
- Some people quote entire posts in their responses which may annoy the reader who must scroll all the way through the message, looking for the part the student wrote. If the student needs to refer back to a previous posting, he/she should only quote a few important sentences that relate to his/her response and include the comments after those sentences.
- Make sure messages use appropriate language and do not sound harsh or insulting to others. You may disagree sometimes with what others have said, but you need to respect your classmates.
- It can be hard for others to understand your tone if you post an emotional response in a discussion board. Let your personality show, but avoid sarcasm or humor that may not be understood by everyone.

At the SWCeSchool we do not allow SPAM emails or Instant Messaging to circulate between students. (There is an example below.) SPAM clogs up email and is a nuisance to students. If you are caught sending SPAM you will conference with your Academic Advisor and parents. If you have any concerns about SPAM you can contact the school principal.

>>>> >Girl: Hey
>>>> >Boy: What?
>>>> >Girl: I really like you. And I... I think I'm falling in love with
>>>>you.
>>>> >Boy: Ok...

>>>> >Girl: What do you mean 'ok'?
>>>> >Boy: I don't like you like that...
>>>> >Girl: Why not?

Network Etiquette or Netiquette

SWCeSchool students are expected to follow the rules of network etiquette or netiquette. The word "netiquette" refers to common-sense guidelines for conversing with others online. Students are encouraged to abide by these standards:
- Establish Instant Message (IM) user names and email addresses that are appropriate for the school setting. Each student is expected to only use school email for communications, not personal email.
- 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. Do not broadcast online discussions, and never reveal other people's email addresses.

Grades

The following scale will be used by the Southwest Colorado eSchool for grades:

A= 4 Quality Points (Superior) 100-90%
B= 3 Quality Points (Above Average) 89-80%
C= 2 Quality Points (Average) 79-70%
D= 1 Quality Point (Below Average) 69-60%
F= 0 Quality Points (Unsatisfactory) 59% and below

Southwest Colorado eSchool Graduation vs. Higher Education Admissions Requirements (HEAR)

Students must earn twenty-four (24) credits in grades 9 to 12 to receive a Southwest Colorado eSchool diploma. Additionally, the Colorado Commission on Higher Education has an Admissions Standards Policy for 4 year, Colorado public universities/colleges. Please consult CCHE's website at http://www.state.co.us/cche/ for details. The Southwest Colorado eSchool's graduation requirements are listed below, along with the Colorado Higher Education Admissions Requirements (CO HEAR).

SWCeSchool Requirements Course Areas	Graduation Requirements (2011 +)	College Bound/CO HEAR Requirements (2010 +)
English	4 credits	4 credits
Math	3 credits*	4 credits (Alg I and higher)
Science	3 credits (2 lab-based)	3 credits (2 lab-based)
Social Studies	3 credits	3 credits
World Languages	1 credits	1 credit ****
Physical Education	1 credit**	None
Health	.5 credits	None
Fine Arts	.5***	None
Approved Electives	8 credits	2 credits
Total	**24 credits**	**17 credits**

*Southwest Colorado eSchool math requirements must include Algebra I, Geometry, and one additional year at or above the Geometry level.

** 1/4 PE or elective credit can be earned for participation in a season of JV or Varsity sport in a student's school district of residence, or by submitting a qualifying competition training plan. A maximum of 1 credit can be earned in this manner.

*** Fine Arts courses are defined as those within the music, visual arts, drama, and/or career and technical education departments.

****Although the minimum requirement for HEAR is 1 credit of a world language, many institutions require 2-3 years of the same world language. Please check each individual university/college for specific requirements.

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High School Diploma		**High School Diploma plus College Bound**	
English	4 Credits	English	4 Credits
	● English I		● English I
	● English II		● English II
	● English III		● English III
	● English IV		● English IV
Math	3 Credits	Math	4 Credits
	● Algebra I		● Algebra I
	● Geometry		● Geometry
	● Algebra II		● Algebra II
			● Trig/Pre-Calc/Calc
Science	3 Credits	Science	3 Credits
Social Studies	3 Credits	Social Studies	3 Credits
	● Geography (.5)		● Geography (.5)
	● World History (1)		● World History (1)
	● US History (1)		● US History (1)
	● American Government (.5)		● American Government (.5)
Foreign Language	1 Credit	Foreign Language	2-3 Credits
Health	.5 Credit	Health	.5 Credit
Physical Education	1.0 Credit	Physical Education	.5 Credit
Fine Arts	.5 Credit	Fine Arts	.5 Credit
Electives	8 Credits	Electives	6 Credits

SWCeSchool Grad Requirements VS Recommendations for College Bound Students

Individualized Career and Academic Plan (ICAP)
Students at the Southwest Colorado eSchool are required to fulfill the Colorado state ICAP requirements. This requirement will be me through our advisory program for part and full-time students. It includes making preparation for action after High School toward a career or further education.

Valedictorian Selection
Valedictorian will be decided by the highest weighted GPA.

Concurrent Enrollment Opportunities

Students that are enrolled in the SWCeSchool who maintain a 2.5 GPA are allowed to enroll in courses at the Southwest Colorado Community College. Students are allowed to enroll in vocational courses or other college credit bearing courses. Students must test high enough on the Accuplacer Exam to take college credit bearing classes. SWCeSchool students will not be able to enroll in remedial college courses that do not bear college credit. SWC eSchool will pay the first $300 of each SCCC course. Families are responsible for the remaining tuition, books and fees, which may be substantial.

Additional Course Opportunities

The eSchool recognizes the need to allow students to explore multiple pathways in order to meet graduation requirements. With the permission of their local high school students can enroll in courses that are not offered through the Southwest Colorado eSchool. Students may also be allowed to enroll in courses through Colorado Online Learning if the course is not available through the Jeffco Virtual Academy and the student has a GPA of 2.5 earned through SWCeSchool.

Enrollment Options

Completing and submitting the online application does not constitute enrollment in the Southwest Colorado eSchool. The eSchool is unable to determine the student's eligibility for enrollment until all documentation is received.
Students have multiple enrollment options at the SWCeSchool.

Full-time students
- Must be under the age of 21
- Must be a resident of the San Juan BOCES service area of SW Colorado
- Cannot be enrolled in another Colorado public school
- Successfully complete the eSchool's Orientation Program
- Must participate in PARCC and CMAS (grades 6- 9), PSAT (grade 10), SAT (grade 11), and NWEA benchmark assessments (grades 6- 10)

- Must enroll in a minimum of 4 courses in both the fall and spring semester. Full-time students will be expected to enroll in 6 classes per semester in order to meet district on-time graduation requirements.

Part-time students
ALL San Juan BOCES member district students are eligible to take online courses through the SWCeSchool at the discretion of their school district.
**Home school and private school students are allowed to take online classes through the Southwest Colorado eSchool as long as they are not taking any classes at another Colorado public school.*
- Must be under the age of 21
- Must be a resident of the San Juan BOCES service area Colorado
- Can choose to be enrolled in another Colorado public, or private school
- Successfully complete the eSchool's Orientation Program
- Must enroll in a minimum of 1 course in both the fall and spring semester.

Credit Recovery students
- Can be over the age of 21
- Do not need to be a Colorado resident
- Students have access to Credit Recovery courses for 20 weeks
- Students can take a maximum of two online Credit Recovery courses at any given time. Students seeking to enroll in more than two online Credit Recovery courses must seek the approval of the Director.
- Students choose from five start times a year for Credit Recovery courses (September, November, January, March, and June)
- Summer sessions are scheduled for nine weeks with the expectation that one course is accessed for two hours/day.
- Students pay $250/0.5 credit.

Probationary Status

Students with poor discipline and/or excessive absences at their previous school or during the year at the SWCeSchool may be placed on probation. The probationary requirements shall be determined on a case-by-case basis by the administration. Students wishing to re-enroll in the eSchool after having been withdrawn due to non-compliance of any type (such as lack of attendance/progress, lack of communication with staff or non-engagement) must seek and obtain approval for re-enrollment by the school administration. As per Section 22-33-106 of the Colorado Revised Statutes, students may be denied admission based on grounds set forth in statute.

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Schedule Changes and Dropping Courses

Students will receive a copy of their class requests prior to each semester. Schedules are also posted in Parent Portal. Deadlines for course change requests are ten days after the start of each semester.
1. The student/parent must contact the student services coordinator and fill out the course request change form.
2. The student services coordinator will review graduation plan and review the situation. All approvals must come from the principal.

Full and Part Time Students:
Schedule change requests to be moved to a different course may occur up through the first 7 days of the semester. Changes will be made for the following reasons only: the wrong level of a course, the student did not pass the prerequisite for a course, student does not have enough classes, or student is missing a required class from the schedule.
Available space in the desired class must be present at the time of the request.

Within the Jeffco system, students may drop a course during the first 15 schools days of the semester with no penalty for dropping. There is a $50 fee for dropping courses from Colorado Online and DCLS. The course will not be placed on the transcript. If a student wishes to drop a course during day 16-25 of the semester, a WP (Withdraw Pass) or WF (Withdraw Fail) will be placed on the transcript depending on their grade at the time of the request. After the 25th day of the semester the student will receive an F on the transcript for the dropped course.

Tuition-Based Students:
Students may drop a course during the first 15 school days of the semester with no penalty for dropping. The course will not be placed on the transcript. A refund minus a $50 fee will be provided. After the 15th day of the semester the student will receive an F on the transcript for the dropped course. No refund will be provided.

If a student has not logged in more than twice to the course and has never worked on an assignment/assessment, at any date, they may request to move a tuition-based course to the next term only if the course is available. No extensions beyond the next term will be provided. No refunds will be provided.

Orientation

In order to ensure that students and their parents have the skills and understanding necessary to be successful in the online environment, the SWCeSchool provides a multi-day orientation. This orientation process includes face-to-face and online components in which students and

parents will learn about school expectations, support structure, time management and time to connect with their teachers and other students. Expectations for participation are differentiated based on a student's enrollment (full time, part time or supplemental). All students and their parents are expected to fully participate in Orientation. Part of orientation includes completion of the Introduction to Online Learning course. During Orientation, which takes place at the beginning of the semester, students are not expected to focus on completing lessons and academic assignments in their online classes. A student's inability to successfully complete Orientation may result in additional supports the student might need to be successful or even a conversation on whether or not online learning is an appropriate learning environment.

Compulsory Attendance

Students under the age of 17 are required by state law to attend school. Administrators will request hearings and court dates for those students who have excessive absences (10 or more days of unexcused absences).

Attendance Expectations

The eSchool expects regular attendance, which is a major contributor to success in school and a critical component to life-long learning and career preparation. The next two sections are dedicated to outlining the attendance policy for Supplemental, Blended and Shared students in SWCeSchool.

Attendance Policy

Attendance in the Southwest Colorado eSchool is login and *performance based*. Attendance is flexible and allows learning to take place at any time— day or night; however, each student must actively participate in each course during week-days. Course instructors measure attendance based on the following:

1. Logging into the system each weekday and actively participating in each enrolled course. Students are expected to log in and engage in each class, on average, 65 minutes each week-day. Login dates and times are recorded.
2. Number of hours logged into coursework.
3. Successful completion of assignments in a timely manner. Students are expected to maintain passing grades in all classes. Students who are not passing may be required to attend an eSchool Learning Center until all classes in the passing range. Students are expected to communicate with teachers concerning progress and attendance. It is the responsibility of the student to communicate with each teacher if absent from class.
4. Ongoing communication with the online teacher and Southwest Colorado eSchool staff is expected and the responsibility of the student.

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5. Attendance at Orientation each new semester is required. New student orientation is more extensive than for returning students.
6. Attendance at one of the two Learning Centers may be required for students. Full Time students new to the eShool are required to attend a minimum of 65 minutes per course two times per week for the initial 5-6 weeks of their first semester of attendance. Students are required to sign in with each visit.

A Student is considered in violation of the Southwest Colorado eSchool Attendance Policy if he/she:

1. is *not passing* an online course **AND**
2. *not logging in* to that class full time (5-7 hours per course/week = full-time school: an average of 65 minutes per day per class is expected)

In accordance with the Colorado Department of Education's Authorizer Assurances Verifying Enrollment, Attendance and Participation policy, the Southwest Colorado eSchool shall utilize one or more of the following methods to account for student attendance and participation:

1. Student login to eSchool course(s) on October Count Day (October 5th, 2016) for at least the minimum time required by the Jefferson County Virtual Academy requirements and or within the October Count window. This information shall additionally include login date and time.
2. Student sign-in sheets from the SWC eSchool Learning Centers for any students in attendance for in-person educational instruction on October 1st and or within the October Count window.
3. Student progress in eSchool courses - Student grade performance of a C or better in all eSchool classes on October 1st shall constitute attendance and participation.
4. Student attendance at an eSchool virtual community Forum during the October Count Window, documented by the eSchool Principal, shall be a means of attendance and participation verification.
5. Orientation activities conducted during the October Count window.
6. Assessment attendance/participation during the October Count Window.

In addition to the attendance expectations listed above, the following attendance items are to be followed:
● **All Students**: Read announcements and check the "My Grades" and "Due Dates" on a daily basis.
● Check email and respond to any communication from teachers, advisor or school on a daily basis.
● Work on course assignments during a time of their choice. Courses are available 24 hours a day, 7 days a week.

- **Full time, Blended and Shared Students**: New students and current students failing two (2) or more classes will be required to attend the Learning Center closest to them for a minimum of two (2) days a week. These days are flexible but are expected for a minimum of 6 weeks. This is to allow staff to aid students in achieving adequate daily progress and to aid in developing positive daily coursework habits for success.

Parents should call in Excused Absences to the eSchool Office at 970-403-0946. The school must be notified of the absence no later than 24 hours following the beginning of the absence. If the school does not receive the notification within this period of time, the school can consider the absence unexcused. The following shall be considered excused absences:
- A student who is temporarily ill or injured or whose absence is approved by the school administration on a prearranged basis.
- A student who is absent for an extended period due to physical, mental, or emotional disability.
- Excused absences include funerals, illness, injury, legal obligations, medical procedures and religious observations, and extenuating circumstances determined by the principal.
- A student who is attending a school sponsored activity or who is receiving Jeffco educational services shall not be considered absent for attendance reporting purposes.

Students who are 18 years of age or older could petition the director to call themselves in as absent. The student shall meet with the director and work out an agreement.

Two (2) or more weeks of absences of any level of student without a timely and valid excuse will allow SWCeSchool the option unenroll the student, returning them to their district of residence.

Truancy Process

Attendance letter #1 –
When a student is failing 1 or more classes AND after 5 days of unexcused absence from school an attendance letter will be sent home describing the attendance policy of the Southwest Colorado eSchool and reminding the student and his/her parents of the importance of daily attendance.

Attendance Letter #2 –
When a student is failing 1 or more classes AND after 10 days of unexcused absence from school a second attendance letter will be sent home. This letter will again describe the attendance policy and the daily attendance expectations of the Southwest Colorado eSchool. In addition, families will be warned that the third attendance letter will be a certified letter and will include a required meeting with the Director to discuss proper academic placement.

Withdrawal Process –
If after the 2nd attendance letter has been sent home and a student continues to have unexcused absences from school exceeding two weeks, he/she will be withdrawn from the Southwest Colorado eSchool.

Parents are ultimately responsible for making sure their student is attending school regularly. Per the Southwest Colorado eSchool Attendance Policy, 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 s/he turns 17 years of age. Students under 17 must immediately enroll in another school. Any student withdrawn for attendance will be reported to the truancy court in their district of residence.

Termination: Student who are Full-Time status will be terminated for the following:
- Inability to pass four or more classes 6 weeks into the term
- Have high absenteeism in either classes or required SWCeSchool Student support programs such as Intervention days, community forums and testing.

Pre-Arranged Absences

Any absence not specifically covered by another section, such as family vacations, college visits, or other extended absence, must complete a prearranged absence form in order to be excused. This form must be submitted at least three days prior to the scheduled absence

Students needing maternity leave: Please contact your school counselor to discuss the Maternity Leave Policy.

Makeup Work for Excused Absences

It is essential that students absent from school make up work missed.

It is the responsibility of the student and parent or guardian to initiate requests to allow time for the makeup work to be submitted.

Makeup work should reflect class assignments missed during the absence, and a reasonable amount of time should be allowed for work completion. Time allowed to make up work is twice the number of classes or days missed (two days allowed for makeup work for each day of absence); however, an extension of this time limit may be approved by the school administration. Students who complete makeup work within the required timeline will receive full academic credit earned for the makeup work.

Makeup Work for Unexcused Absences

Classroom instruction and interaction with teachers are essential to a student's education. Because of the importance of classroom instruction and learning, students with unexcused absences will be expected to complete assignments to demonstrate their learning on content standards and to meet the academic expectations of the teacher. As with excused absences, time allowed to make up work is twice the number of classes or days missed (two days allowed for makeup work for each day of absence); however, an extension of this time limit may be approved by the school administration. Students who complete the required makeup work within the required timelines will receive academic credit earned for the makeup work as described below.

- With the first two unexcused absences from a class, makeup work will be allowed for credit with one grade reduction for all work completed.
- After the first two unexcused absences from a class, makeup work will be allowed for credit with two letter grade reductions for all work completed.
- When an assignment has been given with a specific due date and the student does not turn that assignment in because of an unexcused absence on the due date, the teacher will enforce the original stated expectations regarding grading of the assignment if it is turned in late.
- When a student has missed classroom discussions or work that cannot be duplicated through a simple assignment, the teacher may elect to request that the student create a method for demonstration of the learning or the teacher may elect to assign specific work to demonstrate the learning. If the student fails to complete the work, no credit will be given.

Discipline Policy and Procedures

As public school students, SWCeSchool students are subject to the discipline policies of the SWCeSchool. Given the unique make-up of the virtual school setting, the following issues are clarified:

- "Classroom" does not equate to the home. "School Grounds" will be considered the grounds of any school sponsored events and instructional property including computers, materials, printers, the Learning Centers, and any other resource made available by the school.
- Student conduct expectations around appropriate treatment of instructional property apply to the school printer, computer, curriculum, materials and any other resource provided through the SWCeSchool. Misuse of hardware or software may be grounds for exclusion from SWCeSchool.
- Students may be removed from the SWCeSchool due to disciplinary action, lack of attendance or progress, failure to communicate with the assigned teacher, failure to participate in state- and district-mandated assessments.
- Students attending school events are subject to the SWCeSchool's dress code.

Student Dress Code

A safe and disciplined learning environment is essential to a quality educational program. Southwest Colorado eSchool standards on student attire are intended to help students concentrate on schoolwork, reduce discipline problems, and improve school order and safety. The Board recognizes that students have a right to express themselves through dress and personal appearance; however, students shall not wear apparel that is deemed disruptive or

potentially disruptive to the classroom environment or to the maintenance of a safe and orderly school.

The dress code applies to students at meetings with Southwest Colorado eSchool staff and students for school sponsored meetings and events regardless of where the location for these events takes place.

Any student deemed in violation of the dress code shall be required to change into appropriate clothing or make arrangements to have appropriate clothing brought to school immediately. In this case, there shall be no further penalty.

Students who refuse to abide by the dress code will not be permitted to attend school sponsored meetings and activities.

Unacceptable Items –
The following items are deemed disruptive to the classroom environment or to the maintenance of a safe and orderly school and are not acceptable in school buildings, on school grounds, or at school activities:

> 1. Shorts, dresses, skirts or other similar clothing shorter than mid-thigh length
> 2. Sunglasses worn inside the building
> 3. Inappropriately sheer, tight or low-cut clothing (e.g., midriffs, halter tops, backless clothing, tube tops, garments made of fishnet, mesh or similar material, muscle tops, etc.) that bare or expose traditionally private parts of the body including, but not limited to, the stomach, buttocks, back and breasts
> 4. Tank tops or other similar clothing with straps narrower than 1.5 inches in width
> 5. Any clothing, paraphernalia, grooming, jewelry, hair coloring, accessories, or body adornments that are or contain any advertisement, symbols, words, slogans, patches, or pictures that:
>> - Refer to drugs, tobacco, alcohol, or weapons
>> - Are of a sexual nature
>> - By virtue of color, arrangement, trademark, or other attribute denote membership in gangs which advocate drug use, violence, or disruptive behavior
>> - Are obscene, profane, vulgar, lewd, or legally libelous
>> - Threaten the safety or welfare of any person
>> - Promote any activity prohibited by the student code of conduct
>> - Otherwise disrupt the teaching-learning process

Exceptions -
When students are working in their online courses off school grounds and not while in the attendance of a school sponsored meeting or activity, the Southwest Colorado eSchool is not responsible for the dress of its students.

Harassment Reporting

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It is important for students who feel they are being harassed in the high school environment to report the problem immediately to their advisor or teacher. Harassment comes in many forms including the following:

- Spam (unsolicited emails not pertaining to the course)
- Threatening communications
- Offensive communications or any other kind of communication that makes you feel uncomfortable
- Contacting a fellow student who does not wish to be contacted and has expressed this to you.

Disciplinary action will be taken against students, such as removing them from the interaction, contacting parents and/or suspension from such interactions. If necessary, the student may enter the formal discipline procedure.

Communication

In a virtual model, consistent and appropriate communication between parents, students, and the SWCeSchool staff is essential for the success of the program. It is also a requirement for enrollment in the eSchool as a public school. We believe communication is a joint responsibility between the school, parents, and students. Parents are responsible for maintaining an active Internet connection and an active email account. All email communications requiring a response should be replied to in a timely manner and generally within 24 hours. Students are expected to check email daily. SWCeSchool maintains several venues of communication with parents and students:

- Genius Student Information System & the Learning Management System (Schoology): Both tools allow parents to login from any computer anywhere to view/monitor their child's grades, attendance, and academic progress. The LMS (Schoology) also allows parents to login using mobile devices.
- Progress reports that show students current grades and attendance are mailed home to parents every month.
- Email and Schoology announcements from teachers and eSchool staff to home.
- Phone calls to parents and students from their academic advisor.
- In person help sessions are available every week for students to attend and get academic support from eSchool staff.

Professionalism in Communications

All communication between the J21VA staff, parents, students, and other parties directly related to the school must be conducted with appropriate professionalism. Demeaning language, foul language, or derogatory remarks/innuendos are not acceptable. This includes communication during virtual interactions, communication in email, and fieldtrips.
Things to Avoid At All Costs:
- Intentionally insulting someone
- Threatening someone

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- Sending Spam
- Making offensive or obscene remarks
- Making inappropriate comments
- Posting or sending inappropriate pictures, documents, cartoons, etc.

These should be kept in mind when posting for chats, in online threaded discussions, in email responses, when document sharing, in shared journals, and in virtual classroom sessions.

Email

Email is a primary communication platform for the eSchool teachers, parents, and administration. A valid and regularly checked email address is required of at least one guardian or parent of any SWCeSchool student. All students must have an email address. SWCeSchool full time, blended and shared schooling students receive a SWCeSchool email address. This is required to be used for all school related communication. Other part-time or Supplemental students must provide a valid and regularly checked email address. Email is the designated path for student and teacher communications. The majority of information needing to be communicated to families will be sent via email. Often, the information is time-sensitive and many items require a specific response. Parents and students are expected to provide the SWCeSchool with any changes in their contact information such as changes to their mailing address, email address, and phone numbers. Parents are also responsible for maintaining their Internet connection.

Family Communications

SWCeSchool provides many avenues for parent feedback. We value parent communications, questions, and ideas. In addition to communicating with teachers, staff, and administration, parents may provide feedback via surveys on workshops and events, participate in a whole-school parent satisfaction survey administered in the spring, volunteer at school events, and/or participate in our School Advisory Committee (SAC) meetings. The School Advisory Committee provides a forum for parents, students, staff, and community to express thoughts with regard to school effectiveness and school improvement issues. All J21VA community members are welcome to attend. Meetings are held once a quarter. Dates and times will be posted on the SWCeSchool Website.

Support Contact Information

Students and their parents can sometimes experience technical or material related issues. If these items arise, contact the Jeffco Service Desk directly. If after following up with the Service Desk, a student or parent feels they need additional support, they should contact the SWCeSchool main office or their closest Learning Center.

Contact information for the Jeffco Service Desk:

Email: servicedesk@jeffco.k12.co.us
Technical Support 303-982-2200

School Calendar

Because the SWC Colorado eSchool has chosen to contract curriculum and instruction from Jeffco's 21st Century Virtual Academy, the eSchool will follow the Jeffco School's calendar. SWCeSchool calendar can be found on our website.

Events that are unique to the SWCeSchool, such as, Learning Center hours, testing dates, fieldtrips, social outings, etc., will be communicated to students and families via email and can be located on the school's website at www.southwestcoloradoeschool.org.

In every online course, teachers maintain a class calendar that includes due dates, office hours, live Virtual Classroom Sessions and more.

Live Office Hours

Students are encouraged to attend teacher's office hours if academic assistance is needed. This is an open live time where a teacher is available via IM, phone, or live synchronous session to offer live academic support to students who have specific questions on assignments or lessons or who need extra academic support. Office hours are scheduled by academic departments. Please refer to the calendar or teacher announcements to view scheduled teacher office hours.

Interventions and Student Support Programs

A variety of support programs are in place at the Virtual Academy to help all students achieve and experience academic success. To help support the success of students, the following interventions are offered:
- Orientation
- Teachers' Office Hours
- Teachers' live and recorded Virtual Classroom Session
- Parent access to online courses
- Academic Improvement Plans (AIP)
- Wednesday Night Lab
- Credit recovery options
- 24/7 access to online courses
- Week 19 Program
- Academic Interventions prescribed by teachers
- Face to face help sessions at the SWCeSchool offices in Durango and Dolores

Additional intervention structures may be applied in individual situations including requiring attendance at face to face help sessions, virtual office hours, and academic probationary status.

Teacher/Learning Center Staff Help

A healthy supportive relationship between students and their teachers and their Learning Center staff is essential. All eSchool teachers hold valid Colorado teaching licenses, participate

in extensive and ongoing teacher professional development, and represent a diverse spectrum of educational backgrounds and experiences. SWCeSchool staff aim to respond to parent and student communications within 24 hours on regular school days whenever possible. Virtual Academy teachers and SWCeSchool staff will notify their students if they will be out of the office or unavailable.

Learning Center Staff responsibilities include, but are not limited to:
- Providing logistical and non-instructional support to high school teachers, students, and parents
- Communicating academic progress to parents and students
- Initiating Academic Improvement Plans
- Implementing and hosting social events
- Assisting students in day-to-day academic success and planning

Teacher/ Coach –
- Counseling students toward future career and college paths
- Facilitating relationships with colleges.

Jeffco Course Teacher responsibilities include, but are not limited to:
- Providing academic support and instruction to students enrolled in their courses
- Grading assignments and assessments as well as assigning final grades
- Facilitating office hours and Virtual Classroom Sessions for students enrolled in their courses
- Providing academic interventions for individual student needs

Communication via Email

Email is an important communication platform for the SWCeSchool teachers, administration, students, and parents. All eSchool parents/guardians are required to have valid and active email accounts. SWCeSchool students are supplied a school email account. In addition, students are expected to check their email daily and parents should check several times a week.

In order to comply with FERPA (Family Educational Rights and Privacy Act) regulations, the staff of the eSchool does not include a student's first and last name in email communication. Rather the student's first initial and last name is used in the subject line and body of emails. When it is relevant the staff will also use the student ID number. We strongly encourage all students and parents to do the same in order to protect the privacy of students.

Parent/Student/Teacher Conferences

The SWCeSchool will offer Parent/Student/Teacher Conferences twice a year, occurring once in the fall and again in the spring. Conferences are offered virtually and face to face. Parents are encouraged to check their child's attendance and progress regularly. In addition, they can

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browse through their student's courses as well as view recorded Virtual Classroom Sessions. Parents should feel free to contact their child's teachers and advisor on a regular basis to discuss their education.

Parent Access to Grades and Courses

The SWCeSchool uses Schoology to share attendance with parents. All listed guardian/ parents listed with a valid email address on the student's application will receive a Schoology account to monitor academic progress.

LMS (Schoology) will provide access to the school's website, library and student's courses and attendace. Additional information regarding graded assignments, due dates, lessons, and class schedules can be accessed within each online course. Parents will access Schoology through a separate parent account that is initiated at www.schoology.com with an access code provided by the advisor or instructor. If parents do not have this information or have misplaced it they should contact the SWC eSchool at 970-403-0946 for assistance.

Change of Information

Parents are responsible for promptly notifying the SWCeSchool of any changes to address, phone number, email address, or other pertinent information.

Guidance and Counseling

The SWCeSchool administration is available to provide academic guidance regarding course selection, plans after high school, goal setting, and college scholarship information. In addition, the administration office can provide assistance to students who are experiencing personal or academic difficulties.

College in Colorado
Registration and participation in College in Colorado activities are required for all SWCeSchool students. This program helps give students the information they need and prepares them to enter college or the workforce after high school. Participation in this program is a large part of a student's advisory grade. Advisors will ensure that all students are registered.

Transcripts

Official transcripts are processed by the SWCeSchool Student Services Coordinator. Please email or call the SWC eSchool office with your request. Allow three to five business days for the processing of official transcripts.

Accessing Online Classes

In order to be successful in the online environment, students need to be accessing their online courses frequently. A functioning computer as well as consistent internet access is required for all students. The SWC eSchool does not provide a computer or internet access to students, however computers and Internet is available at each Learning Center during hours of operation for use.

Resolving Technical Issues

Students are expected to inform their online teachers, advisor and their parents, in a timely manner, when experiencing technical issues. While their teachers, advisor and parents may not be able to resolve the technical issue directly, it is important that they are aware of any issues that would hamper progress through a course.

SWCeSchool students are provided with scenarios in which students would likely need to seek out technical support. This is not an exhaustive list. Students are responsible for and expected to seek out solutions to technical issues, with the support of their parents and teachers, in a timely manner.

Scenario	Contact
Experience issues starting up or logging into computer (Personal computer).	Seek support from parents and/or 3rd party support.
Experience issues connecting to the internet.	Seek support from parents and/or 3rd party support from your Internet Service Provider
Experience issues with a web browser (Personal computer).	Seek support from parents and/or 3rd party support.
Unable to login to Schoology or COL.	Contact the SWCeSchool

Troubleshooting Internet Browsing Issues
A common technical issue experienced by families is the inability to browse the internet. When the computer is connected to the internet and a web browser is opened, there are several actions that take place in the background that are invisible to the user.

First, any 3rd party browser enhancements or spyware/adware installed on the system are loaded into the Windows operating system. Secondly, the browser checks the Temporary Internet Files (cache) for a cached version of the browser's homepage. If a cached version of the homepage is found this is loaded into the browser window. If a cached version of the homepage is not found, the browser will request the page from the web server where it resides, pull the page into the cache, and display it on the monitor.

At this point in the browsing process, the error message "The **page cannot be displayed. The page you are looking for is currently unavailable. The web site may be experiencing technical difficulties, or you may need to adjust your browser settings**" may be displayed. There are several possible reasons for this error, including:

- An older or different version of the web page has been stored in the browser cache
- Corrupted Temporary Internet Files located in cache
- Too many Temporary Internet Files stored on the hard drive
- Corrupted cookies
- Damaged or improperly installed Downloaded Program Files (objects)
- 3rd party browser enhancements loading in the background
- Spyware/adware or viruses loading in the background
- Incorrect system date or time (especially when trying to browse a secure website such as Schoology)
- Corrupted Internet Explorer or Windows operating system files.

The following instructions are recommended as a self-help troubleshooting procedure. **If the system experiences difficulties browsing the internet, follow these troubleshooting steps before calling Jeffco's Service Desk for technical support.** The Service Desk requires these steps to have been followed before troubleshooting a connectivity or web-browsing problem. Ensure that the computer is properly connected to the internet. In the system tray located in the lower right hand corner of the screen there should be an icon that resembles two computers together, one behind the other. Right click this **connection icon** and click **Status**. A new window will appear on the desktop. The upper portion of the window is titled **Connection**. In this portion, ensure that **Status** is **Connected**. In the bottom portion of the window titled **Activity** ensure that the packets sent and received are counting up. If the computer is not currently connected to the internet, connect it in the manner that it normally connects with. If there are any error messages while trying to connect, or the computer is unable to connect, contact the Internet Service Provider (ISP) to troubleshoot the connection issue.

Once the computer is successfully connected to the internet, use the following steps to troubleshoot the internet browsing issue.
To clear cache, cookies, history and damaged objects:

Internet Explorer:
1. Open **Internet Explorer**
2. In the menu located at the top of the window, click **Tools**, **Internet Options**
3. Under the Temporary Internet Files section of the window (high box), click **Delete Browsing History**

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4. Click **Delete Temporary Files**, a small Delete Files window will appear, click to select **Delete all offline content**
5. Click **Settings**, under **Check for newer versions of stored pages** ensure that **Automatically** is selected
6. Under **Temporary Internet Files Folder**, set the **Amount of disk space to use** to **80mb** (This is the optimal size for your Temporary Internet Files folder as recommended by Microsoft)
7. Click **View Objects**, this will open a Downloaded Program Files window
8. **Delete** all objects in the list (select all objects by pressing **Ctrl+A**, then press the **Delete** key), click the **X** in the upper right hand corner to close this window
9. Click **Ok** to close the Settings window
10. On the Internet Options window under **History**, click **Clear History**, click **Ok** to close the window
11. Close **Internet Explorer** and reopen it.

Firefox:
1. Log out of Schoology
2. Got to TOOLS menu at the top left of your browser
3. Under TOOLS. Choose **Clear Recent History**. When is asks for time frame, select "Everything"
4. Close Firefox, open it back up, log into Schoology and you should see your courses.

At this point, if the problem persists, or the error message "**Your current session has timed out due to inactivity. Please login again.**" appears, check the system date and time to ensure that they are correct.

To check/reset the system clock:
1. Double click on the **Time** display in the system tray located in the lower right hand corner of the screen
2. Click the **Time Zone** tab, select **(GMT -7:00) Mountain Time (US & Canada)** in the drop down box
3. Click the **Date & Time** tab, under **Date** select the current **Month** and **Year** in the drop down boxes, click on the current **Day** to select
4. Under **Time** set the clock to the current time by highlighting the time and typing the correct time or by using the up/down arrows located to the right of the field
5. Click **Apply**, click **Ok**
6. Open **Internet Explorer** and try to browse again.

If, after performing these steps, the connectivity issue remains, open the Spyware Removal software which was installed on the computer. Check for updates and run the tool to ensure that the computer does not currently have any spyware/adware components on the system that may be interfering with its ability to browse. If the tool finds spyware or adware installed on the system, remove them and reboot. Attempt to connect to the internet again.

Most, but not all, browsing issues will be solved with the troubleshooting steps that have been outlined above. If the computer still cannot access the internet after performing these steps open the McAfee Total Protection for Small Business antivirus program by right-clicking the shield icon in the system tray. Scan for any available updates and run a full system scan for known viruses. Regardless of what the virus scan finds, if the computer is still unable to access the internet, call Jeffco's Service Desk.

Informational Websites
The following websites may prove helpful when computer questions or technical difficulties arise.
- http://www.google.com – Widely used search engine
- http://www.whatis.com – provides definitions of most technical terms, concepts and ideas
- http://www.howstuffworks.com – provides information on how computer hardware and software work in addition to about everything else one could ever want information about
- http://housecall.antivirus.com – free online virus scanner that can be used as a "second opinion" to the installed antivirus software
- http://www.homenethelp.com – provides information for setting up and troubleshooting a home network environment
- http://www.computerhope.com – free computer help for everyone. Drivers, questions & answers, and forums.
- http://support.microsoft.com – Microsoft's self-help support web site including data base of common issues and resolutions
- http://www.webopedia.com – online dictionary and search engine for computer and internet terms
- http://www.modemhelp.net – more advanced site that provides information on error messages and screenshots for troubleshooting technical issues
- http://www.dslreports.com – information on DSL, Cable, and other high speed internet connections

Opening Email Attachments
No matter which program is used to check email, or who is providing the email account, the user should be familiar with the provider and process used. Throughout the year, SWCeSchool teachers distribute emails with documents or other files attached that need to be read, saved, and/or printed out. These instructions address opening attachments in the most common email situations.

Users must not download attachments or other files from an unknown or untrusted source. They should also take precaution to ensure that the antivirus program runs at all times. Following these suggestions should reduce the likelihood of contracting a computer virus.

TO OPEN ATTACHMENTS IN MICROSOFT OUTLOOK AND OUTLOOK EXPRESS:

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Open a file attachment from within an email

Open the email that contains the file attachment, and double-click the icon for the attachment. An Opening Mail Attachment window will appear, giving the user the option of Opening or Saving the attachment.

Notes

An attachment in a message that uses HTML or plain text as the message format appears in a line below the **Subject** line, whereas an attachment in a Rich Text message or in other types of items is included in the body of the item.

By default, Microsoft *Outlook* blocks attachment files (such as .bat, .exe, .vbs, and .js) that can contain viruses. In this case, the attachment itself cannot be seen by the user. The **Inbox** will display the paperclip icon in the **Attachment** column to let the user know that the message has an attachment, and a list of the blocked attachment files in the **InfoBar** at the top of the message will appear. 1

> 1 Source: Microsoft Outlook Help
> 2 Source: Microsoft Outlook Help

Open a file attachment without opening the email

1. Right-click the item that contains the attachment
2. On the shortcut menu, point to **View Attachments**, then click the name of the attachment **Note**

If the attachment in the message is one of the types of files which Outlook blocks (see above), **View Attachments** will not appear on the shortcut menu. 2

OPENING ATTACHMENTS IN OTHER EMAIL PROGRAMS

See the documentation or "Help" pages for the program being used to check email.

Plagiarism/Cheating

The SWCeSchool uses an anti-plagiarism tool, *SafeAssign,* to ensure students are not cheating. Plagiarism or cheating which is defined as knowingly copying or using the academic work of another and presenting it as his or hers without proper attribution is grounds for suspension and/or other action.

First Offense: Meeting with the student, parent, teacher and administrator. Consequence can include receiving a zero on the assignment.

Second Offense (in the same course): Meeting with the student, parent, teacher and administrator. Consequence can include receiving an F for the course.

Third Offense: Student will receive an F for the course and may not be allowed to re-enroll in the eSchool the following semester.

Examples of cheating/plagiarizing in an online course include, but are not limited to:

- Using unauthorized aids on an assignment, essay, quiz, or test, having someone else complete an assignment, essay, quiz, or test for you, submitting as your own another person's work, rescheduling a deadline on a false excuse, etc.
- Submitting the same work for more than one course or assignment without prior written approval from the instructor(s).
- Using copyrighted material without appropriate citation or copying software or media files (such as music, movies, etc.) without permission.
- Destroying, tampering, or altering another student's work to impede academic progress.
- Signing in to a Virtual Classroom Session for another student who is not present, or leaving a session without logging off or indicating that you have "stepped away."

Extracurricular and Interscholastic Activities

The State of Colorado has established statutes that pertain to online school students participating in extracurricular and/or interscholastic activities.

22-30.7-108. Extracurricular and interscholastic activities.

1. A student who is participating in an on-line program, other than a student who is participating in the on-line program after having been expelled from a public school, may participate on an equal basis in any extracurricular or interscholastic activity offered by a public school or offered by a private school, at the private school's discretion, as provided in section 22-32-116.5.

2. As used in this section, "extracurricular or interscholastic activity" shall have the same meaning as "activity" as set forth in section 22-32-116.5 (10) (a).

Student Clubs

SWCeSchool currently has a student council with a budget for student activities and calendar functions. Contact Learning Center staff to learn more. As well staff, students, and parents have the opportunity to develop student clubs. These clubs provide opportunities for students to connect with other high school students enrolled in SWC eSchool who share the same interests. The establishment of student clubs will require at least one parent sponsor, a staff sponsor, and administrative approval.

The formation of student clubs is authorized by the director or their designee. Any individual or group wishing to organize a club should plan the following:

1. To have aims, ideals, goals, and activities that provide constructive value to that group in particular, and to the school in general.

2. To have a member or members of the SWCeSchool faculty act as the club sponsor (adviser/monitor).
3. To have a parent or parents of a club member as one of its advisers/monitors.
4. To have equal opportunity for eligible SWCeSchool students who might desire membership.
5. To develop and present application for approval to the principal.

Field Trip Section

Field Trip Policy

Field trip opportunities will be offered regularly to students. Participation in field trips is not required. Students attending a field trip must have completed a permission slip for that specific field trip. Parents are responsible for any costs incurred while attending a SWC eSchool sponsored event, including, but not limited to: transportation, entrance fees, meals, etc.

Parents could be expected to provide transportation to and from events. All students must be picked up no later than ten minutes after the event is scheduled to be over at the designated location. Credit for field trips is not offered in lieu of the regular curriculum; however, time spent at school sponsored events may be logged in as attendance. Inappropriate behavior deemed cause for expulsion in a typical school may be cause for suspension from field trips and/or activities.
All SWCeSchool Conduct Codes apply to all SWCeSchool students at all outings.
Event and Field Trip Guidelines/Policy/Procedure

Guidelines for field trips:
- Some events require parent/guardian supervision at all times; other events are structured such that the adult can drop-off and pick-up student(s) at a scheduled time. Please refer to the individual event to find out the nature of the specific field trip. This is
- To be determined by chaperones with the approval of administration and will be communicated in writing to families.
- Parents/guardians are responsible for transportation of student(s) attending field trips. Students must be picked up on time at the end of the event, or they will be contacted immediately by the chaperone and may lose future privileges for attending SWC eSchool - sponsored events per discretion of administration. Students that are not picked-up within one hour of the posted time for the end of the event will be accompanied by a chaperone until the police and social services have taken over the situation.
- Students unaccompanied by an adult chaperone (parent or guardian) must arrive with the official SWCeSchool completed permission slip in hand with appropriate signatures and emergency contact information. If a student does not have necessary documents, the parent/guardian will be contacted and asked to pick up the student or return with completed forms.

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- With chaperone discretion, students who arrive unaccompanied by an adult without the necessary permission slip will be required to contact an adult by phone. SWCeSchool chaperones will verify via verbal authorization of student permission to attend the event. The chaperone will document verbal authorization. If no contact is made, the student will not be permitted to attend or participate in the event.
- SWCeSchool staff is not permitted to have students or guests in their personal vehicle for pick-up, drop-off, or interim transportation between locations. One exception is in the case of a physical emergency when student must be transported for emergency care services.
- Carpooling is not organized formally or informally by SWCeSchool staff. Families and students are welcome to make carpooling arrangements themselves.

Student Health, Illness and Attending Events

For the benefit and safety of all participants, a student should be in good health prior to participating in events sponsored by the SWCeSchool. Students and other participants running a fever or experiencing diarrhea or vomiting should be symptom-free for 24 hours prior to attending an eSchool event. Students and other participants may not bring medication to any school sponsored event, except essential medication in accordance with SWCeSchool Conduct Code. The accompanying parent is responsible for the security and administration of any essential medication. Teachers and staff are not allowed to administer medication of any kind to any student or participant.

Withdrawing from the SWCeSchool

Parents of students who are withdrawing from the SWCeSchool must contact the main office to communicate their desire to withdraw. Parents must fill out all appropriate Withdrawal paperwork which will include the name of the school their child(ren) will be attending. SWCeSchool cannot officially withdraw students without information of a school or documented communication that the parent will be home schooling. All school equipment and materials are required to be returned within three (3) days of request. Parents are required to return all school property in the prescribed time frame and in good condition. Failure to do so could result in the holding of records or legal action. If a student moves to home school after withdrawal, Colorado state home-school law can be accessed at the Colorado Department of Education website: www.cde.edu.