



*An Alternative Learning Experience Program of the
Sequim School District*

Student and Family **Handbook** **2023-24**

Sequim School District #323

Dungeness Virtual School

400 N. Second Ave.

Sequim, WA 98382

Phone: (360) 582-3403

Office Hours: 7:30 am -3:30 pm

Welcome to DVS

Mission Statement

To support and encourage families of the Sequim School District by providing customized education opportunities and resources, with a commitment to flexibility and choices, regarding the educational direction of students.

Program Principal:

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DVS is an ALE program governed by the legal requirements of public school alternative education. Enrolled students of DVS, students are part of Sequim School District.



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Statement of Understanding

Dungeness Virtual School (DVS)

2023-2024

STATEMENT OF UNDERSTANDING

In accordance with the Alternative Learning Experience Implementation Standards, reference WAC 392-121-182(6)(j), prior to enrollment parent(s) or guardian shall be provided with, and sign, documentation attesting to the understanding of the difference between Home-Based Instruction (homeschooling), Private School and enrollment in a public-school Alternative Learning Experience (ALE). Students are considered either one or the other.

Summary Description

Home-Based Instruction

- Is provided by the parent or guardian as authorized under RCW 28A.200 and 28A.225.010.
- Parent has filed an annual Declaration of Intent with the district.
- Students are neither enrolled nor eligible for graduation through a public high school unless they meet all district and state graduation requirements.
- Students are not subject to the rules and regulations governing public school, including course, graduation, and assessment requirements.

The public school is under no obligation to provide instruction or instructional materials, or to otherwise supervise the student's education.

Private School

- Students are enrolled in an approved private school in the State of Washington.
- Students are not subject to the rules and regulations governing public school, including course, graduation, and assessment requirements.

Private School or Home-Based Instruction students may have access to ancillary services and may enroll in a public-school course on a part-time basis (less than full-time) where space is available. Students are responsible for maintaining acceptable attendance and for meeting the course and school requirements for courses in which they are enrolled. They maintain their Home-Based Instruction or Private School student status.

Alternative Learning Experience Program

- Is authorized under WAC 392-121-182.
- Students are enrolled in public education.
- Students are subject to the rules and regulations governing public schools, including course, graduation, and assessment requirement for all portions of the ALE.
- Instructional materials used for coursework meet district standards and are free from sectarian control or influence.
- Learning experiences are:
 - Supervised, monitored, assessed, and evaluated by certificated staff (weekly contact and monthly review).
 - Designed learning experiences planned together with student, parent and teacher.
 - Provided via a Written Student Learning Plan (WSLP).
 - Provided in whole, or part, outside the regular classroom.

I have read the summary description of home-based instructions and alternative learning experience and I understand the difference between home-based instruction and the public-school alternative learning experience program in which my child is enrolling. I understand that I must meet applicable state, district, school and course requirements.

Learn more about DVS

Dungeness Virtual School (DVS) is the web-based educational program of the Sequim School District. It provides instructor-supported online courses to K-12 students who want to learn online. DVS uses Buzz K-5 and Courseware 6-12th which uses the learning platform called Imagine Edgenuity: <https://www.imaginelearning.com/>

DVS courses and learning are **asynchronous**: [asynchronous courses and asynchronous learning means that students have more flexibility provided pacing and passing requirements are met. Students are given the ability to move through their courses on their own flexible schedule and are not bound by scheduled class periods. However, students are expected to log in every day and complete course work.] DVS is an ideal environment for a motivated learner who seeks the independence of completing coursework which meets the state and district requirements.

The Imagine Edgenuity platform provides flexibility in accessing coursework in research-based content with certificated teachers. Students and families who choose DVS must note that these courses follow a quick pace, require regular daily participation, and are at least as rigorous if not more than traditional classroom courses. To be successful it is imperative that students remain self-motivated, disciplined and consistent within each course to ensure that all assignments are completed on time. Students work at a flexible pace from home with a supervising adult.

Enrollment Requirements:

Students and families enrolled in DVS must meet the following requirements:

Complete an application for the program and a DVS advisor will contact you for an orientation appointment.

1. Students must have complete immunizations on file.
2. Reside in Sequim School District.
3. The certificated staff member will develop a WSLP (Written Student Learning Plan), with the following data. WAC 392-550-025
 - A. The beginning and ending dates of the plan.
 - B. Description of the learning activities to be completed.
 - C. Description of the method of individual assessments to ensure competency either by test or portfolio
 - D. For grades 9-12, declare whether course is being taken for credit, grade, or pass/fail.

4. File a WSLP that reflects student hours engaged in educational activities.

What courses are offered through DVS?

- Elementary school students/ <https://sislogin.edgenuity.com/>
- Middle school students / edgenuity.com/online-courses
- High school students / edgenuity.com/online-courses

How are DVS classes similar and different from in-person classes?

Similar

- State approved curriculum
- Regularly receive teacher feedback
- Students receive grades and credits
- Parents are partners in student success
- Students must stay on pace

Different

- Flexible schedule
- Students initiate weekly two-way communication with teacher
- Students, Parents, and Teachers are required to meet monthly to monitor student learning plans
- Nearly all learning and communication is done electronically

What qualities help make a student successful at DVS?

Students who do well taking online courses typically demonstrate the following:

- Good study habits
- Independent learning skills
- Enjoyment of reading and writing
- Ability to problem solve and work through frustrations
- Solid organizational skills
- Time management skills
- Intrinsic motivation
- Willingness to take notes during lessons, these notes can be used on tests, quizzes and other activities

It is important to note that online courses are not for everyone. Students who utilize a daily schedule to work on their courses each day find success at DVS.

What qualities help make an ELEMENTARY student successful at DVS?

Elementary student success is largely dependent on parents/guardians who:

- Make a daily schedule and stick to it
- Are willing and able to commit to 3 or more hours per day
- Understand and are willing to meet program requirements
- Are highly organized
- Are patient
- Value education
- Have behavior management skills or are willing to learn
- Have a team mindset
- Are receptive to feedback
- Have basic technology skills or are willing to learn

Typical Schedule

- **Elementary** School students and Learning Coaches can expect to spend 3-4 hours per day.
- **Middle** School students and families can expect to spend 15-20 hours per week on their courses.
- **High** School students and families can expect to spend 25-30 hours per week on their courses.

What is the role of DVS Teachers?

- Provide feedback and support students
- Adjust or modify content for students
- Connect with students on a weekly basis
- Meet with families monthly or bi-monthly (depending on the teacher) to monitor Student Learning Plans
- Offer in-person support to students as needed
- Evaluate and grade student work

Do I need my own personal computer to take online course?

Students are not required to have their own personal device. Dungeness Virtual School offers each student enrolled a laptop. However, strong and reliable internet access is critical to accessing DVS courses.

For tech support, please visit:

<https://www.sequimschools.org/cms/one.aspx?portalId=1012755&pageId=1464164>

Testing and Assessment:

DVS Students are **required** to take the following:

- Smarter Balanced Assessment (SBA) in ELA and Math (3rd grade - high school)
- Washington Comprehensive Assessment of Science (WCAS) grades 5th, 8th and 11th
- MAPS testing
- Curriculum assessments

As Sequim School District students, DVS also participates in all District required assessments, surveys and test.

Earning High School Credit?

DVS students in grades 9-12 are required to meet the same credit and graduation requirements as all other students in Sequim School District and follow the same term and semester calendars. Students earn high school credit by successfully completing their course. Students courses include English, math, science, social studies, fine arts, health, physical education, career and technical education to earn their high school diploma. Course credit will be issued by certificated teacher at the completion of each course.

High school students must earn 24 credits in the following areas in order to graduate:

English	4.0 credits
Math	3.0 credits
Science	3.0 credits
Social Studies	3.5 credits
Health	.5 credits
Physical Education	1.5 credits
IT Academy	.5 credits
CTE	1.0 credits

Fine Arts 2.0 credits

World Language 2.0 credits

Electives 3.0 credits

Other Graduation requirements:

High School and Beyond plan

Graduation Personal Pathway

State required HIV/AIDS prevention lesson

High School Credit Policy:

The diploma offered through our program is a Sequim High School diploma. Ways to earn credit toward this diploma are:

- DVS High School classes online
- Sequim High School classes
- Running Start
- OPA (Olympic Peninsula Academy)

Students will be required to complete all state and Sequim School District requirements including State assessments and/or meeting pathway requirements.

Operating Guidelines:

What are Student Progress Expectations?

- Students are expected to follow Sequim School District procedures regarding the technical use policy.
- Students are required to make measurable progress weekly and monthly

Elementary (grades K-5):

- Teacher/Advisor checks progress each Thursday afternoon. Families more than 10% behind or not passing a course receive a warning.
- Teacher/Advisor checks and submits progress on the last school day of the month.
- Families more than 10% behind or not passing must attend an Intervention Meeting with principal within 3 school days and begin probation.

Secondary (grades 6-12)

- Teacher/Advisor checks progress each Thursday afternoon. Families more than 10% behind or not passing a course receive a warning.
- Teacher/Advisor checks and submits progress on the last school day of the month.
- Families more than 3% behind or not passing must attend an Intervention Meeting with principal within 3 school days and begin probation.

What are Parents Expectations?

- Parents must complete the monthly electronic feedback and meet monthly with SLP Advisor.
- WSLP electronic system is a software called School Data Solutions (SDS); more information provided later in handbook.
- Parents are expected to monitor and support their student in School Data Solutions (SDS), Skyward and Edgenuity.
- Support for your student success varies on your student's grade level and ability to work independently.
- Parents are expected to partner with DVS staff to develop a Written Student Learning Plan (WSLP) based on the intent and strength of student.

What is a Written Student Learning Plan (WSLP)?

WAC 392-550-020

A Certificated staff member will develop a Written Student Learning Plan with the following data:

- The beginning and ending dates of the plan.
- Description of the learning activities to be completed.
- A selection of the method of individual assessments to ensure competency by test.
- For grades K-12, declare whether course is being taken for credit, grade, or pass/fail.

Complete a WSLP (Written Student Learning Plan) that reflects student hours engaged in educational activities.

- Fulltime student all grades (K-12) =28 hours weekly, this is outlined in section (1)(b) of WAC 392-121-122.

Monthly/Bi-monthly Progress Reviews

Parents are expected to attend all monthly progress meetings. Failure to attend monthly meetings may result in your student being placed on an intervention plan.

Three consecutive months of not making adequate progress may result in your student's removal from DVS, per WAC 392-550-025.

Intervention Plans

Students not making adequate monthly progress may be placed on an intervention plan.

- Intervention Plans may be put in place based on unsatisfactory student progress. The intervention plan will be developed as a guide to more appropriately meet the student's needs.

Intervention plans include restructuring the following:

- Goals
- Assessments
- Weekly Contact

Non-Compliance Procedures

Students must be in regular attendance and make adequate progress determined by the DVS Advisor. Students must also comply with individual, class, and participation guidelines. The reviews will show evidence of this progress.

- If the above requirements are not met in accordance with the learning plan:
 - A notice of probation will be issued.
 - A revision in the Student Learning Plan will be made.
 - Dismissal from the program may result if the infractions have not been remedied during the probation.
 - Failure to meet the review requirement for two consecutive meetings, or three in total for the school year, will result in the dismissal from the program.
 - Student/ Family requirements will be reviewed on a semester and annual basis. Continued enrollment at DVS will be based on compliance and adequate student progress.

Weekly and Monthly Procedures

Weekly:

- Weekly communication must be made between student and teacher.
- Weekly newsletter will be sent by teacher and read by parent/guardian.
- Parents check student progress.

Monthly:

- Parents should fill out the monthly feedback in School Data Solution (SDS). This needs to be completed by the 25th of each month.

Teaching Staff Responsibilities

The certified teacher of record is responsible for conducting monthly reviews and providing the parent/guardian with information relating to the progress of the student. The Written Student Learning Plan (WSLP) is a required component of our program.

- Teachers are responsible for monitoring attendance for students in their classes. Weekly communication = 5 days of attendance.
- Teachers will conduct monthly or bimonthly WS2P review meetings.
- Teachers will facilitate required assessments.
- Teachers will facilitate intervention probation process for students/families not meeting minimum progress requirements.
- Teachers will communicate essential information in the weekly newsletter. Parents are responsible for reading the newsletter weekly.

Computers

School computers are for educational use only; no other programs, games or web surfing is allowed. All students will be given a login and password before using the computers. Students and parents are given a copy of the **Student Electronic Resources and Guidelines**. (Policy no. 2022 Instruction/Procedure 2022P)

- Students enrolled in DVS are offered a Sequim School District laptop for online course work.
- No food or drink allowed when using laptop.

Attendance

Parents must notify the school to excuse an absence within 5 school days.

Please contact the DVS office: (360)582-3403 or email Kelly Phillips at ktphillips@sequimschools.org

It is important that you understand our school policies and procedures as well as Washington State Law, to ensure your child is successful in school. State law for mandatory attendance, called the Becca Bill, requires children from 8 to 17 to attend a public school, private school or a district-approved home school program. Children that are 6- or 7-years-old are not required to

be enrolled in school. However, if parents enroll their 6- or 7-year-old, the student must attend full-time. Youth who are 16 or older may be excused from attending public school if they meet certain requirements. <http://apps.leg.wa.gov/rcw/default.aspx?cite=28A.225>

We, the school, are required to take daily attendance and notify you when you when your student has an unexcused absence.

Sequim School District Attendance policies and procedures can be found at this link:

<http://sequimschools.ss14.sharpschool.com/cms/One.aspx?portalId=1012755&pageId=7668216>

DVS Attendance policies and procedures can be found here: [DVS attendance policy.docx](#)

Harassment

Sexual harassment is unwelcome conduct. Harassment, either sexual or non-sexual, that is directed toward a person because of that person's gender, creates an intimidating, offensive and hostile learning environment. Sexual harassment is considered to be a form of sex discrimination and is illegal in school and in the workplace under existing State and Federal laws. It is the policy of the Sequim School District Board of Directors to provide a working and learning environment that is free from all forms of harassment and discrimination.

Any questions or concerns please refer to link below:

<http://sequimschools.ss14.sharpschool.com/cms/one.aspx?portalId=1012755&pageId=11115384>

Non-Discrimination Statement

Sequim School District does not discriminate in any programs or activities on the basis of sex, race, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability or the use of trained dog guide or service animal and provides equal access to the Boy Scouts and designated youth groups. The following employees have been designated to handle questions and complaints of alleged discrimination:

Title IX and Civil Rights Compliance Coordinator:

Victoria Balint, 503 N. Sequim Ave., Sequim, WA. 98382, 360-582-3260,
vbalint@sequimschools.org

Section 504/ ADA Coordinator:

Cheryl Pillon, 503 N. Sequim Ave., Sequim, WA 98382, 360-582-3405,
cpillon@sequimschools.org

See link below for further information:

<http://sequimschools.ss14.sharpschool.com/cms/one.aspx?portalId=1012755&pageId=199723>

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Complaints about Discrimination

What is Discrimination?

Discrimination is unfair treatment of a person or group because they are part of a defined group, known as a protected class. Discrimination may include treating a person differently or denying someone access to a program, service, or activity because they are part of a protected class or failing to accommodate a person's disability.

What is a protected class?

A protected class is a group of people who share common characteristics and are protected from discrimination and harassment by federal, state, or local laws. Protected classes under Washington State law include sex, race, color, religion, creed, national origin, disability, sexual orientation, gender expression, gender identity, veteran or military status, and the use of a trained dog guide or service animal.

How do I file a complaint?

If you believe that you or your child has experienced unlawful discriminatory harassment at school based on any protected class, you have the right to file a formal complaint. Before filing a complaint, you may wish to discuss your concerns with your child's principal or with school district's 504 Coordinator, Title IX Officer, or Civil Rights Compliance Coordinator. This is often the fastest way to resolve your concerns.

For a full copy of the school district's non-discrimination procedure, visit www.sequimschools.org.

Title IX Officers and Civil Rights Compliance Coordinator:

Sequim School District Office- Victoria Balint 503 N. Sequim Ave. (360) 582-3260

vbalint@sequimschools.org

Section 504/ADA Coordinator:

Cheryl Pillon, 503 N. Sequim Ave., Sequim, WA 98382, 360-582-3405,

cpillon@sequimschools.org

For a full copy of the school district's non-discrimination procedure, visit

www.sequimschools.org

Step 1: Complaint to the School District

A complaint must be in writing, describe what happened and state why you believe it is discrimination. It is also helpful to include what actions you would like the district to take to resolve your complaint. In most cases, complaints must be filed within one year from the date of the event that is the subject matter of the complaint.

Complaints may be submitted by mail, fax, e-mail or hand delivery to any district or school administrator or district Compliance Coordinator.

When the school district receives your written complaint the Compliance Coordinator will give you a copy of the district discrimination procedure. The Compliance Coordinator will then make sure that the school district conducts a thorough investigation. You also agree to resolve your complaint in lieu of an investigation.

The school district must respond to you in writing within 30 calendar days after receiving your complaint, unless you agree on a different date. If exceptional circumstances related to the complaint require an extension of the limit, the school district will notify you in writing about the reasons for the extension and the anticipated response date.

When the school district responds to your complaint, it must include:

1. A summary of the results of the investigation;
2. Whether or not the school district has failed to comply with civil rights requirements related to the complaint;
3. Notice of the right to appeal, including where and to whom the appeal must be filed; and
4. Any corrective measures determined necessary to correct any noncompliance.

Step 2: Appeal to School District

If you disagree with the district's decision, you may appeal to the school district's board of directors. You must file a notice of appeal in writing to the secretary of the school board within 10 calendar days after you received the school district's response to your complaint.

The school board will schedule a hearing within 20 calendar days after they received your appeal, unless you agree on a different timeline. At the hearing, you may bring witnesses or other information related to your appeal. The school board will send you a written decision within 30 calendar days after the district received your notice of appeal. The school board's decision will include information about how to file a complaint with OSPI.

If you do not agree with school district's appeal decision, you may file a complaint with the

Office of Superintendent of Public Instruction (OSPI). A complaint must be filed with OSPI within 20 calendar days after you received the district's appeal decision. You may send your complaint to OSPI by e-mail, mail, fax, or hand delivery.

E-mail: Equity@k12.wa.us

Fax: (360) 664-2967

Mail: OSPI Equity and Civil Rights Office

PO Box 47200

Olympia, WA.

98504-7200

Complaints cannot be filed with OSPI unless they have already been raised with the school district and appealed, as outlined in Steps 1 and 2 above, or if the school district did not follow the correct complaint and appeal procedures. For more information, visit www.k12.wa.us/Equity/Complaints.aspx, or contact OSPI's Equity and Civil Rights Office at (360) 725-6162/TTY: (360) 664-3631 or by e-mail at equity@k12.wa.us

FERPA

The District is required by The Family Educational Rights and Privacy Act 1988 to annually disclose to students, parents and guardians their rights of access to their student's records: safeguards in privacy and release of student records; use of directory information; withholding of records for non-payment of lost or damaged school property; and right to file a complaint concerning alleged failures to comply with this Act. Except for specifically identified directory information or information requested by legal authorities, the District is prohibited from releasing any personally identifiable records or files about individual students without the written consent of the custodial parent or guardian. Directory information is not freely available to anyone but rather only for authorized school related reasons that are approved by the Superintendent of Schools.

Releasing "Directory Information"

Certain information is defined by the Federal Family Rights and Privacy Act as "directory information". The law says we may release "directory information" about your child unless you request, in writing, that such information not be released. (Policy #3231) Directory information:

- The student's name, address and telephone number
- Date and place of birth

- Major field of study
- Participation in officially recognized activities and sports
- Weight and height of members of the athletic teams
- Dates of attendance
- Degrees and awards received
- The most previous educational agency or institution attended by the student
- Photographs or other similar information

In most cases, request for this type of information come from the news media. We will not release any “directory information” for commercial purposes or for other purposes not related to school business. Occasionally, photographs may be taken of students for use in the news media or in District produced publications. If you **do NOT want** your child to appear in a photograph, videotape, film or slide, please let the office know in writing.