



Spokane Virtual Learning

Where personalized
learning is the norm

Student & Parent Handbook



Spokane Virtual Learning

Welcome to Spokane Virtual Learning (SVL)

We are a community of online learners! SVL is the largest public online provider in Washington State, with the highest pass and completion rates of all state approved online programs. We serve students in grades K-12 in a variety of models: many students take an additional course online to expand their schedule, while some students take the majority of their coursework online to fulfill their individual educational needs. Our goal is to help students succeed in our online courses!

Our Mission

What is Spokane Virtual Learning?

Spokane Virtual Learning is an online school and program of Spokane Public Schools that provides instructor-led synchronous and asynchronous courses to students. All instructors have valid state certification in their subject areas. SVL presents students with an interactive learning experience, not a textbook online. All SVL curriculum mirrors the scope and sequence of content taught in the classrooms at Spokane Public Schools (SPS).

Our Commitment to our Students and Parents/Guardians

- Rigorous courses aligned to the scope and sequence of courses taught in the brick-and-mortar building.
- Instructor led courses taught by Washington State endorsed teachers.
- A dynamic support structure which involves students, teachers, support staff, and parents/guardians. ☑

Alternative Learning Experience Rules

SVL is an accredited SPS school that uses Alternative Learning Experience (ALE) courses. Washington State sets forth laws and regulations governing ALE courses. These ALE rules determine how students must perform in their online courses.

- Students are required to maintain **weekly contact** and **monthly progress** to remain in good standing.
- If a student is not making weekly contact with SVL teachers and staff, the BECCA Bill, RCW28A.225.020 applies.
- If a student is not making monthly progress, an intervention plan may be put in place and/or the class will be dropped. RCW28A.232.010

SVL Student Expectations

Participating in SVL is a privilege. SVL is an ideal environment for a motivated learner who seeks the independence of completing coursework online.

- Students must contact their instructor(s) each week.
- ALE rules require students to maintain regular academic progress in their courses by completing assignments every week.

Students Must Maintain Weekly Contact

Students are required to have weekly personal contact with their instructor for the purpose of instruction, feedback, progress updates, or other learning activities.

Contact may include:

- A graded assignment/test/activity posted to Canvas
- Email exchange with teacher
- Phone call with teacher
- Face-to-face meeting
- Electronic exchange (e.g., Discussion Board, Teams)

Students Must Maintain Regular Progress

SVL offers flexible learning, but ALE rules require regular academic progress. Student progress is measured weekly and monthly using benchmarks set in each course.

- Completing all assigned work weekly is necessary to finish the course on time.
- At a minimum, students must submit one assignment per week per course to be considered making “Satisfactory monthly progress”.
- Students not meeting progress or pacing benchmarks will be placed on a Success Plan which is designed to help students get back on track with contact and progress requirements in their online course. (see below for more on Success Plans)

SVL Progress Reports

Weekly Progress Reports

Students and parents/guardians will receive a weekly progress report electronically weekly, based on benchmarks specific to the course.

- If a student is behind in their course, increasing the amount of time/effort put into coursework and communicating with their teacher is recommended.

Parents/guardians: Has your email address changed? If so, please contact your students' home school to update your email address in PowerSchool.

Monthly Progress Reporting

Students and parent/guardians will receive a monthly progress report stating Satisfactory or Non-Satisfactory status.

- Monthly Progress Reporting dates can be found on our website and in each course.
- Students who receive a non-satisfactory evaluation for the month may receive a Success Plan (Intervention) that must be acknowledged to remain enrolled in the SVL course.
- If, after two consecutive months of non-satisfactory progress, a student must have a significant change to their course load,

up to and including a return to in-person learning at their neighborhood school.

The calendar for the Monthly Progress Reporting schedule, Student Success Meeting dates, and Student Support Lab schedule can be found on our website.

SVL Student Support

SVL has a dynamic support structure that involves students, teachers, support staff, and parents/guardians.

Student Support Specialists

SVL has a team of Student Support Specialists available to assist students when they need additional support throughout the semester. Student Support Specialists help monitor student progress, assist with intervention, and ensure each student is placed in the best learning environment to help them thrive.

Teacher Support

SVL teachers are students' first point of contact. All SVL teachers have contact information listed in their course under About Your Teacher, which includes Office Hours where students can connect with their teachers.

Technical Support

Students can submit a Helpdesk ticket by emailing svhelp@spokaneschools.org.

SVL Pacing and Weekly Overviews

Each SVL course is scheduled for you on a weekly basis. We recommend using the Weekly Overview and To Do list (both found in each course) to use it as a reference for completing work weekly.

Parent/Guardian Support

Parent/guardian support is crucial for success with online classes. Parents have access to an observer account in Canvas to monitor their students' progress in their SVL course.

What Happens if Students Fall Behind?

If a student does not meet progress or pacing benchmarks, they will receive a Success Plan from their teacher. Success Plans are designed to help students get back on track with contact and progress requirements. This is required per ALE rules to allow students to continue in an online course after a Non-Satisfactory monthly progress report.

Students who receive a Success Plan will be asked to complete certain requirements, which include attending a mandatory **Student Success Meeting** with a parent/guardian to learn strategies for success in an online course, attend virtual or in-person support labs, or other requirements until caught up with coursework. Students that fail to meet Student Success Plan requirements may be dropped from their SVL course.

SVL Student Success Plan Interventions for Part-Time Students

Ongoing Student Interventions	1 st Month: Not Satisfactory Monthly Progress	2 nd Month: Not Satisfactory Monthly Progress	3 rd Month: Not Satisfactory Monthly Progress
<p>Teacher(s) sends weekly progress report and calls students who are not making contact or progress</p>	<p>Student and parent attend Student Success Meeting in person</p> <p>Students expected to attend teacher's office hours until caught up</p> <p>Notification of family and counselor about possible return to in-person classes if student continues to not make satisfactory progress</p> <p>Other interventions as needed to engage in learning</p>	<p>Student and parent attend Student Success Meeting in person</p> <p>Student required to attend teacher's office hours until caught up</p> <p>Meeting with family, counselor, and support staff about possible return to in-person classes if improvement is not immediate and to discuss routines in the home, student work schedule, technology, and study habits</p> <p>Other interventions as needed to engage in learning</p>	<p>Student and parent referred to school counselor</p> <p>Student dropped and returned to in building courses and/or reduction in class schedule</p>

SVL Student Success Plan Interventions for Full-Time Students

Ongoing Student Interventions	1 st Month: Not Satisfactory Monthly Progress	2 nd Month: Not Satisfactory Monthly Progress	3 rd Month: Not Satisfactory Monthly Progress
<p>Students attend weekly SV Engage online meetings</p> <p>Teachers sends weekly progress report and calls students who are not making contact or progress</p>	<p>Students and parent/guardian are required to attend Student Success meeting</p> <p>Other interventions as needed to engage in learning</p>	<p>Students and parent/guardian are required to attend Student Success meeting</p> <p>Students are required to attend teacher office hours in any course they are not currently passing</p> <p>Must meet weekly progress expectations with progress evaluation each week</p> <p>Other interventions as needed to engage in learning</p>	<p>Students and parent/guardian are required to attend an individual in-person meeting at their neighborhood school with SVL admin and school admin to discuss the best placement for the student.</p> <p>Outcome of this meeting may be that student remains with SVL or returns to in-person learning at their neighborhood school or an admin transfer to a different school may be necessary.</p>

Grading

Spokane Virtual follows the grading procedures and periods of Spokane Public Schools. For more information go to Spokane Public Schools' website.

Withdrawal from Class

A student may DROP and/or ADD a class (if available) during the first two weeks of a semester.

- A student may DROP a class after the end of the second week to the end of the sixth week with a "W" on the transcript (with counselor and parent approval) provided they would still be enrolled in six (6) classes.
- A student may DROP a class after the end of the sixth week of the semester with an F on the transcript (with parent permission and involvement) provided they will still be enrolled in six (6) classes.
- Extenuating circumstances will be dealt with on an individual basis.

Academic Honesty

Cheating as defined by Spokane Public Schools Policy 3200 is, but is not limited to, knowingly submitting the work of others represented as his/her own (i.e., copying from others, using information or technology not authorized by the teacher, asking someone for improper help on an assignment/exam, and/or gaining or providing unauthorized access to exam materials). Cheating also includes the aiding and abetting of cheating by others.

Plagiarism as defined by Spokane Public Schools Policy 3200 is, but is not limited to, the unauthorized use of the language and thoughts of another author and the representation of them as one's own. It is the students' responsibility to clearly document the source of information used in work submitted as their own (as defined by the MLA Handbook).

District Verification of Student Work per Spokane Public Schools Procedure 2255 states that the district will use reliable methods to verify a student is doing his or her own work. These include, but are

not limited to proctored examinations, proctored projects, in-person presentations, and real-time or virtual presentations.

Guidance on Use of Artificial Intelligence

Spokane Public Schools encourages the responsible and ethical use of generative artificial intelligence (AI) as part of the teaching and learning process.

Spokane Public Schools recognizes that AI tools create challenges and opportunities for students and staff. First, we must teach students the ethical use of AI for schoolwork and assessments. Next, SPS educational practices must evolve as these types of tools improve and become a significant part of everyday life.

Generative AI such as ChatGPT, Bing Chat, and Google Bard have great potential to support student learning, help teachers with their instruction, and improve the efficiency of District operations. It is important to ensure the safe use of this new tool in a way that supports learning, is safe and ethical.

For more detailed guidance and information, please refer to SPS' guidance document here: [Guidance on the Use of Artificial Intelligence in Spokane Public Schools \(spokaneschools.org\)](https://spokaneschools.org/guidance-on-the-use-of-artificial-intelligence)

State Assessments & AP Testing

Spokane Public Schools students are required to take state assessments. SVL students will take these tests at their home school during their school's designated testing window.

SVL students enrolled in AP courses will take AP tests at their home High School. Students will register and pay for AP tests in their school's Business office in the fall, with testing taking place in May. SVL AP teachers will provide testing codes and directions.

Students - Let's Get Started!

SPS Student Email through Office 365

Your SPS student email is the only student email address SVL teachers and staff use for ALL communications. Students need to check this email regularly.

Canvas Login Information

How to get to Canvas:

- Start at www.spokaneschools.org
- Find Clever in Digital Tools
- Click on the Canvas icon

File Saving Tips

Have one place for all SVL assignments/files

- Use the cloud. Students have access to cloud storage with their Office 365 account. This allows students to work on assignments at home and at school seamlessly.

Create folders for organization

- Consider creating one folder per course.

Be specific with file naming

- Each assignment in the course has a specific file name; students should consider adding their name to the file name when saving.

Save along the way

- Students should get in the habit of using "Save As" as they work on their assignment, not just at completion.

Non-Discrimination/Harassment Guidelines

Non-Discrimination

Spokane Public Schools complies with all federal and state rules and regulations and does not discriminate on the basis of age, sex, marital status, race, color, creed, national origin, the presence of any sensory, mental, or physical disability, or the use of a trained dog guide or service animal by a person with a disability, sexual orientation including gender expression or gender identity, or honorably discharged veteran or military status. This holds true for all students who are interested in participating in educational programs and/or extracurricular school activities, and provides equal access to the Boy Scouts and other designated youth groups. Inquiries regarding compliance and/or grievance procedures may be directed to the school district's Title IX/Staff Civil Rights Officer, ADA Officer, Harassment, Intimidation, Bullying (HIB)/Student Civil Rights Officer and/or 504 Compliance Officer. officers Title IX/Staff Civil Rights Officer, Kevin O'Neill, (509) 354-5961 * Harassment, Intimidation, Bullying (HIB)/Student Civil Rights Officer, Dr. Adam Swinyard, (509) 354-7393 *504 Compliance Officer, Gwen Harris, (509) 354-7393 * ADA Officer, Dr. Linda McDermott (509) 3547265 * Affirmative Action Officer, Kevin O'Neill, (509) 354-5961 * Equal Opportunity Officer, Ramon Alvarez, (509) 354-7344 * 200 N. Bernard Street, Spokane, WA 99201-0206.

Harassment, Intimidation or Bullying (HIB)

Washington State law prohibits harassment, intimidation, or bullying (HIB) in our schools. The law and Policy and Procedure 3207 defines harassment, intimidation or bullying as any intentionally written message or image—including those that are electronically transmitted—verbal, or physical act, including but not limited to one shown to be motivated by race, color, religion, ancestry, national origin, gender, sexual orientation, including gender expression or identity, mental, physical or sensory handicap, or other distinguishing characteristics, when an act physically harms a student or damages the student's property; has the effect of substantially interfering with a student's education; is so severe, persistent or pervasive that it creates an intimidating or threatening educational environment; or has the effect of substantially disrupting the orderly operation of the school. Schools are required to take action if students report they are being bullied, and any district staff member can take the report. Individuals who believe there has been a violation of policy are encouraged to contact their building administration or HIB/Student Civil Rights Officer, Dr. Adam Swinyard 354-5901. Procedure 3207 provides the reporting and investigation process. Further information and complaint forms may be found on the Spokane Public Schools website, www.spokaneschools.org and selecting – Parents & Students– Quick Access Center- Bullying & Harassment

Sexual Harassment

Students and staff are protected against sexual harassment by anyone in any school program or activity, including on school campus, on the school bus, or school-sponsored off-campus events, such as a school-sponsored field trip. Sexual harassment is a form of sex discrimination. You can find a copy of the district's policy and procedure 5011 on the district's web site www.spokaneschools.org, at your school, or Human Resources. Individuals who believe there has been a violation of policy are encouraged to report to any school staff member or contact Ramon Alvarez, Equal Opportunity Officer, at (509) 354-7344, RamonAl@spokaneschools.org or Dr. Linda McDermott, Title IX/Staff Civil Rights Officer, at (509) 354-7265, LindaM@spokaneschools.org. Further information and complaint forms may be found on the Spokane Public Schools website, www.spokaneschools.org. If you cannot resolve your concern with the school, you may wish to file a formal complaint with the school district. There are three (3) steps: Step 1: Complaint to School District Superintendent, Step 2: Appeal to the School Board, and Step 3: Complaint to OSPI. The instructions on how to follow these steps may be found at www.k12.wa.us/Equity/Complaints.aspx and brochures are located at district schools and online at www.spokaneschools.org.

