

Utah Virtual Academy

Standard of Active Participation and Student Handbook

School Year 24-25

Welcome students, we are happy that you have chosen Utah Virtual Academy to be a part of your learning journey!

Standard of Active Participation:

Active Participation: Our goal at UTVA is to see all students succeed. We are committed to providing quality online education for each student. Active and consistent student participation in coursework proves to be an integral part in students passing rates and success. We report to the Utah State Office of Education about student's participation here at UTVA.

We are implementing the following guideline for “active participation” in our Utah Virtual Academy SOEP (Part-Time) program. It is required that every student currently taking an online class with us agree with this policy to enroll.

Inattentiveness to schoolwork may lead to a student's failure to earn credits required for graduation and possibly withdrawn from the course due to lack of active participation. Throughout the course, students will need to fulfill the requirements for each tier.

Tier 1 (Initial Activity: 10-Day Active Participation): Students are required to log into each course within a week of the class starting and actively participate by submitting work within the first 10 days of the course commencing. It's important to note that students are granted a 20-school-day trial period for each course. Official confirmation of active participation will be issued after students demonstrate minimum engagement in Tier 2.

Tier 2 (Minimum Participation: 20-day Probation): While the online learning environment offers flexibility in participation, students are expected to log in at least once every 10 days to remain enrolled in the course and adhere to the course pacing guide. UTVA personnel, including mentors and teachers, will assess each student's progress in every course. If students fail to meet these guidelines one week before each deadline, the SOEP coordinator will send an email to the student, parent, and high school counselor indicating a pending withdrawal due to non-compliance with Tier 1 and 2 requirements. Students will have a brief window to fulfill these requirements to maintain enrollment. It's crucial for students to communicate directly with their teachers once they've caught up to prevent accidental withdrawal.

Extended Absence: If you have a situation that will prevent you from signing into your course for 10 consecutive school days, you must notify the school at least one school day in advance that you will have an extended absence and when you expect to return to active participation in the class. This will let the school know that you are not abandoning your course and prevent

you being contacted for an explanation of the absence, and possible administrative withdrawal due to lack of participation. Additionally, you must agree to make up coursework for school days missed for the scheduled absence.

Teacher Contact: You can expect regular contact with your teacher at Utah Virtual Academy, this means your teacher will be reaching out in some way every school day! This may come in the form of the teacher leading a discussion thread, class announcements, feedback on assignments, etc. If you need to contact your teacher, please use the in-box function in your OLS. This is where the teacher is expecting to find student questions.

Withdrawal from a course: There are a few types of withdrawal from Utah Virtual Academy.

- Student Withdrawal: If a student decides they do not want to remain enrolled in a course during the first 20 school days that they have access to course materials, then the student may withdraw from the course for any reason. Please notify your mentor or the SOEP Coordinator rather than abandoning the course.
- Administrative Withdrawal: If a student does not maintain minimum activity in enrolled course(s) the student may be Administratively Withdrawn. This decision is based on lack of participation by not maintaining the minimum log-in amounts, or not completing enough coursework to be able to earn the credit.
- Disciplinary Withdrawal: If a student violates the school's behavior plan, as outlined in the student handbook, then the student may be withdrawn for disciplinary reasons.

Course Reactivation: Utah Virtual Academy is invested in your success. You may reactivate your participation in a course that is in a withdrawn status by contacting your mentor or the SOEP Coordinator. We can determine how much of the course you have completed and help you make a plan for successful completion.

NOTE: Any coursework not completed before June 30th of the current school year will not automatically roll to the new school year. Please contact your mentor or the SOEP Coordinator to discuss options if you feel you may not be able to complete the course by that date. You may need to re-enroll in the course to continue into the next school year.

Travel Expectations: Utah Virtual Academy participates in all required statewide testing. For our 9th and 10th grade private school students this means the Utah Aspire Plus grade level assessment. And for all students (private, home, and public) in any grade level that is enrolled in a RISE tested course this means the RISE content assessments. These tests currently must be proctored in-person, so please be aware that travel to a physical location will be required to participate in those assessments. (*This does not affect ALL public school students)

Grading Policy:

A: 93-100
A-: 90-92
B+: 87-89
B: 83-86

B-: 80-82
 C+: 77-79
 C: 73-76
 C-: 70-72
 D+: 67-69
 D: 63-66
 D-: 60-62

20 DAY DROP Calendar	Courses Dropped By/On
Summer	June 28, 2024
Block 1	Sep. 11, 2024
Block 2	Nov. 15, 2024
Block 3	Feb. 10, 2025
Block 4	Apr. 14, 2025

BLOCK OR SEMESTER-LENGTH CLASSES: Block-length classes are taught as a 9-week course and semester-length classes are taught in a standard 18 weeks course. Both semester and block classes will be worth 0.5 credits. **We do not issue 0.25 credits.**

- Traditional courses in English, Math, Science, AP Courses, and foreign language classes are taught as semester classes.
- Traditional history and all elective classes are taught in block format.

Block Start Date	Work Due Date	Block End Date
Summer: June 3, 2024	July 21 2024 or TBD by teacher	July 26, 2024
Block 1: Aug. 14, 2024	Oct. 13 2024 or TBD by teacher	Oct.15, 2024
Block 2: Oct. 21, 2024	Jan. 5, 2025 or TBD by teacher	Jan. 9, 2025
Block 3: Jan. 13, 2025	Mar. 9, 2025 or TBD by teacher	Mar. 14, 2025

Block 4: Mar. 18, 2025	May 18, 2025 or TBD by teacher **	May 23, 2025
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****Seniors and early graduates must be finished with all course work by May 1st. Allow two weeks for official transcripts to be mailed to your local high school for graduation.**

Student Handbook:

CLASSROOM BEHAVIOR: Students are expected to comply with school standards of classroom behavior. If there is misconduct in the classroom, through work submitted, email communication or student interaction, the SOEP student's Learning Coach/Legal Guardian will be notified as well as the school counselor. If the behavior continues the student will be at risk for administrative withdrawal according to school policies.

SENIORS AND EARLY GRADUATES: For graduating seniors and early graduates, we advise that courses needed for graduation be taken during Semester 1, Block 1, Block 2, Semester 2 or Block 3. For courses taken during Semester 2, work will need to be completed by May 1. This early end date ensures that transcripts can be processed and sent to the school of record.

STATE REQUIREMENTS: Click on the link to see the Utah State Office of Education graduation requirements: <https://www.schools.utah.gov/curr/graduationrequirements>

HIGH SCHOOL TRANSCRIPT: The grades you receive for your classes count toward high school graduation and an official transcript will be sent to your school to be added to your high school transcript no later than 30 days after the class has ended. An official copy will also be sent to your home address. Parent's and students are responsible for consulting with their own local counselor to ensure that they have fulfilled their own student's High School graduation requirements. Homeschool Students are to submit a Homeschool Affidavit, Birth Certificate, and Proof of Residency before any classes are accepted. UTVA does not advise on what classes a student needs for graduation.

COMPUTERS: UTVA's SOEP program does NOT supply computers. Each family is responsible to have a reliable computer and internet source for their student. If the internet or computer are not working, student's are responsible to find a temporary way of doing their school work.

DIPLOMA'S: UTVA SOEP provides courses but does NOT issue diplomas. An official transcript will be mailed to the student's local High School. Students earn their diplomas from their local high school or another means of completion. Parents and students are responsible for consulting with their own local counselor to ensure that they have fulfilled their own student's High School graduation requirements.

AP TESTING: UTVA SOEP does NOT schedule AP testing. If taking an AP course from UTVA students are responsible for scheduling testing through their local high school counselor.

DRIVER'S EDUCATION: Students must have their learning permit to take Driver's Education. Driver's Ed is the only class that .25 credit is earned.

EVENTS & CLUBS: Our SOEP students are welcome to participate in both the in-person and virtual events and clubs offered to our full-time students.

MORE INFO: For more information about the Statewide Online Education Program:
<https://www.schools.utah.gov/edonline>

SPED ACCOMMODATIONS:

If your student has any IEP or 504 accommodations, please work with your primary school of enrollment to ensure that they forward any IEP or 504 accommodations to Utah Virtual Academy.

Your student's file and case will be kept at your student's full-time brick and mortar school (school of record). If your student is on a homeschool affidavit, you will need to contact your local school district office for services.

Utah Virtual Academy encourages you to contact your student's Special Education representative and advise them of the classes your student intends on taking with us. Your student's representative can help to ensure that the classes requested will suit your student's needs.

Please have your student's school of record send accommodation files to this email:

bcrosgrove@utahvirtual.org

SOEP CONTACT INFORMATION:

Contact Information

Brooke Crosgrove

SOEP Enrollment

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SOEP Advisor

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Robin Elmy

SOEP Coordinator – Completes enrollment and Funding Paperwork

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Kimberly Howard

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