

# Gunnison Watershed School District

## Online Program Handbook

### District Mission, Vision and Beliefs

**Mission:** Ensure all students are successful

**Vision:** All members of our learning community will work collaboratively and will have the courage, competence, and commitment to take ownership of their development, face challenges and find solutions

### Graduation Pathways

The Gunnison Watershed School District believes that there are many “pathways” leading to graduation from high school. Online coursework is one pathway that students can take to earn the required credits necessary to graduate from either Gunnison High School or Crested Butte Community School.

### Enrollment

High school students enrolled at either Gunnison High School or Crested Butte Community School are able to take online courses through the district’s adopted program, APEX. The school district believes that a virtual environment is not an appropriate educational situation for every student. It is important for interested students to discuss coursework options with the school counselor to determine the best plan for accumulating credits toward graduation. Students who are involved with extended absences may be able to earn credit through APEX. Enrollment will be based on a recommendation from the Counselor, Principal and the Pathways Director. Gunnison online students will likely complete coursework at the Pathways Center located at the Northwest corner of the Gunnison High School Campus. Crested Butte students will likely complete online courses at CBCS. The Pathways Director will work with the high school counselor to determine the best location for online coursework. Students who receive special education or English language services will have appropriate school district personnel involved in the conversation. Online course registration will take place through either GHS or CBCS.

### Dates of Attendance

Students will follow the home high school calendar. Students will be able to continue course work during the summer months, if necessary. There is a \$100.00 fee per course for summer enrollment.

### Required Documents for Admission

Students must be registered at one of the district’s high schools.

- Affidavit of Colorado Residency (required for full-time online students)
- Proof of Residence (e.g. current utility bill, lease, etc. showing physical address)
- APEX Student Contract

## **Orientation**

- All first-time online students are required to participate in an APEX Orientation
  - Dates will be publicized each semester
  - All necessary documents will be reviewed and signed at the orientation

## **Case Manager**

Students enrolled in APEX will be assigned a school district Case Manager. This individual will help enrolled students maneuver through the online program, answer academic questions, and provide the guidance and structure needed in order for students to be successful. The Case Manager will communicate with online students via one-on-one conferences, email, and the “Announcement” system within the APEX program. It is the student’s responsibility to seek support, when needed.

## **Attendance Requirements**

To ensure success, the following guidelines apply to attendance:

- Students enrolled APEX courses will complete course work at their home high school or at the Pathways Center in Gunnison
- Full-time students will typically work on two online courses at one time
- Hours of operation for the Pathways Center will follow the GHS schedule
- Attendance is required for all students who are scheduled into a period for their APEX coursework

## **Online Coursework Participation Expectations**

Students are expected to:

- Read and understand the Online Handbook
- Sign a Student Contract
- Participate in the required Orientation
- Log on to APEX: <https://www.apexvs.com>
- Complete the “Getting Started” mini courses found under the “Help” tab at the top of the screen
  - The mini courses are a great way to learn how to navigate the APEX program!!!
- Spend one hour on an online course for every hour that would be spent in a brick and mortar classroom during the semester
- Demonstrate active participation in the coursework
- Submit work within the specified deadlines and remain current in all courses
  - Students must earn 70% to unlock the next activity
  - Students are allowed TWO attempts on assessments before being locked out
  - The Case Manager will unlock the assignment after additional instruction takes place
- Attend required virtual or face-to-face conferences with the Case Manager
- It is recommended that students maintain a notebook for each APEX course
- Participate in coursework on the state’s October 1 Count date
  - All APEX students will be required to attend at either their home high school or Pathways Center on the state’s student count day
    - Students are required to log on and document one hour of online work for each course they are enrolled in on the student count day

- Complete ICAP requirements with high school counselor
- Participate in all GWSD and Colorado mandated standardized assessments (not limited to: PARCC, CMAS, PSAT, SAT)

### **Parent/Guardian Responsibilities**

Parents/Guardians are expected to:

- Ensure daily access to computer and Internet
- Ensure student participates in required virtual or face-to-face conferences with Case Manager
- Check email on a regular basis
  - A “Coach” role will be assigned within the APEX system which will allow parents/guardians to monitor progress and see the current grade
    - Ensure that the Case Manager has an email for this purpose
- Ensure student participates in all GWSD and Colorado mandated standardized assessments (not limited to: PARCC, CMAS, PSAT, SAT)
- Review high school transcripts when received

### **Case Manager Responsibilities**

Qualified teachers are essential to the educational model utilized by the GWSD online program. The Case Manager is the FIRST POINT of contact for students and parents. Case Managers will:

- Communicate on a regular basis with students
- Help students to understand the content of the course
- Grade periodic written assignments
- Manage the APEX system
  - Set “Due Dates” and adjust as necessary
  - Reset quizzes when students are locked out
  - Unlock tests when the student is ready
  - Supervise “Teacher Scored Tests”
- Contact parents/guardians if students fall behind, do not attend as required, or behave inappropriately while in the Pathway Center or school building
- Set Coach Emails in the system so that emails are being sent home weekly
- Support students with issues that arise involving technology
- Contact the Pathways Director if additional support is needed
- Review/discuss course placement and progress with high school counselor
- Validate attendance and progress for students
  - Enter P/F weekly in Powerschool
- Enter final grade at the end of the course
- Send the final grade to the school counselor via email when each student finishes an online course

### **School Counselor Responsibilities**

- Meet with students to determine appropriate coursework
- Email the Pathway Director with each student name and email to begin the registration process
- Create the course in Powerschool and schedule the student

- Enter final grade in PowerSchool and ensure that transcript reflects completion

### Quality of Work

Quality of Work is a student's average score for all completed and scored activities. Quality of Work does not include extra credit or account for due dates. Quality of Work is calculated as:

- $\text{Points earned on completed activities} / \text{Points possible for completed activities}$

Example: A student completes seven activities and earns 325 points out of 400 total points possible. The student's Quality of Work percentage is 81%.

### Grades

When due dates are used, a student's "Grade to Date" is his or her average score for all activities with due dates through the current day, including extra credit. Grade to Date is calculated as:

- $\text{Points earned on activities due through the report date} / \text{Points possible on activities due through the report date}$

Example: A student earns 360 points out of 425 total possible points for activities due through the report date. The student's Grade to Date is 84.7%.

Due dates are set by the course teacher and can be seen in the [Course Activity Scores Report \(Student\)](#). Completing activities by their due dates is the best way to improve Grade to Date. An incomplete will be issued in PowerSchool if the course is not complete on the specified date at the end of the semester.

### Graduation Requirements

- English 4 Credits
- Math 3 Credits
- Science 3 Credits
- Social Studies 3.5 Credits
  - Includes Civics .5 Credit
- World Language 1 Credit
- Fine / Applied Arts 1 Credit
- Physical Education 1.5 Credits
  - Includes Health .5 Credit
- Electives 9 Credits
- **Total Required 26 Credits**

Students can earn credit through work study, internships, concurrent enrollment, advanced placement, and capstone projects. These courses will be scheduled through the high school counselor. Report Cards and Transcripts will reflect that APEX course work was completed online.

Example: Algebra I Online, Credit = .5 per semester, Grade = A

### **Extra-Curricular Activities**

Students are encouraged to participate in extra-curricular activities through their high school. Music, athletics, clubs, etc. are all available to online students.

### **Cost of the Program**

Most APEX courses are offered free of charge to GHS and CBCS students. The exception to that rule is a world language course. Often, APEX charges an additional fee (\$300.00) in order to employ a licensed teacher to translate verbal assignments. The cost will be passed on to the student.

Students who desire to take an online course that is offered through their home high school may be charged the cost of the course.

All students who either need to finish an online course or who want to begin an online course over the summer months will be charged \$100.00 per course.

### **Policy on Repeated Courses**

High school students who need additional opportunities to meet graduation requirements can take an APEX course as credit recovery. Credit recovery refers to a student passing, and receiving credit for, a course that the student previously attempted but was unsuccessful in earning academic credit toward graduation. The student can then "recover" the credit by satisfying requirements for the course in which they were unsuccessful, and can focus on earning credit based on competency of the content standards for that particular course.

### **Expected Behavior**

Online students will be expected to follow all school rules outlined in either the Gunnison High School or Crested Butte Community School Student Handbook. Consequences for inappropriate behavior will depend on type and severity of behavior. Students may be dis-enrolled from online courses for repeated offenses of plagiarism and cheating. Students will be held responsible for damage to computers. If a student checks out a laptop and sees that there is damage, notification of the damage must occur immediately or the student will be charged for the damage.

### **GWSD School Board Policy**

School Board policy will apply to all online students.