

Basin Online School



Parent / Student Handbook

District Learning Center - Basin Online School

1091 East Lagoon Street

Roosevelt, UT 84066

(435) 725-4491

<https://www.facebook.com/BasinOnlineSchool>

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Basin Online School

“Transforming the Way We Learn”

Mission:

To provide Uintah Basin Students with a high quality and effective way of learning online which will prepare the student for advancement into college, career, or preparation for life experiences.

Vision:

To be a valuable, significant and comprehensive educational alternative to a traditional in-school experience of a student. To allow and encourage students to excel in their educational interests and objectives at a pace that is commensurate with their talents and abilities.

Goals:

- Quarterly student engagement will increase by 10% for the 2021-2022 school year.
- Students will meet or exceed district averages in Math for the 2021-2022 school year.

Values:

At Basin Online we value:

- The opportunity for personalized learning which allows students to progress at their own pace anywhere and anytime with support as needed.
- Instruction in a flexible setting.
- The opportunity for students to accelerate their learning with a comprehensive catalog of courses.
- Curriculum aligned to state standards.
- Programs that are engaging and easy to use.

- Honesty and integrity in the completion of course work.
- The opportunity for students to complete meaningful projects and/or internships in the community to apply skills and enhance learning.

Enrollment Requirements:

Enrollment in Basin Online is open to all students in grades 2nd through 12th grade in Duchesne County School District who are taking the majority of their courses online and meet the criteria listed below:

- Attend Parent/Student Orientation
- Attend Parent/Student Training Event
- Proof of Internet Access and a Device. We can provide a device with a rental deposit (\$294) and a signed contract.
- Technology Requirements:
 - ☐ Reliable computer or Chromebook per student (no cell phones or tablets)
 - ☐ Operating system Mac = OS X with Mac OS 10.7 or later; PC - Windows 10 or 8 (or later)
 - ☐ Chrome Browser
 - ☐ Provide and maintain High-Speed Internet Access
 - ☐ Web Camera (built in or external)
 - ☐ Microphone (built in or external)
 - ☐ Printer/Scanner highly recommended
- For Dual enrollment meet with boundary schools to determine if schedule can be worked out. Students may take up to 4 courses from their boundary high school while enrolled in Basin Online.

Staff Expectations:

Staff are expected to conduct themselves in a professional manner and adhere to district guidelines and policies.

Basin Online Staff will:

- Attend PLC meetings weekly
- Correct assignments and provide feedback to students in a timely manner

- Collaborate with mentor teachers to improve student learning and engagement
- Provide high quality learning and interventions
- Respect the school, students, staff and families
- Consistently provide a warm, safe, and caring learning environment for students and families.
- Have high expectations and encourage students to meet their educational goals
- Provide a variety of meaningful interventions to support student learning
- Provide rigorous curriculum
- Communicate regularly with families about student progress
- Participate in professional development opportunities to increase effectiveness

Student Expectations:

Be Self Disciplined and Motivated: A self disciplined and motivated student finds the time each day and week to complete courses. They are able to work independently without constant supervision from a classroom teacher. They find the time to read, watch instructional videos, and study the content. They should avoid distractions like TV, phones, and video games. Online learning may be challenging and requires self discipline and motivation however it also provides the advantage of flexibility. Give your best effort.

Be Responsible: Students are expected to check in with Basin Online School Staff a minimum of once a week. During these weekly check-ins, students will set goals and have time to ask questions or receive additional support from Basin Online School Staff with current courses. Students are expected to meet their weekly goals. If weekly check-in appointments are not met and progress is not made then students and Active Learning Coach will be required to meet with Basin Online School Staff in person and work on courses with staff supervision for a minimum of two hours per week until it is determined that adequate progress is being made.

Be Academically Honest: Basin Online School expects students to follow the Student Code of Conduct and DCSD Acceptable Use policies. Students are expected to complete and submit their own work, and provide appropriate citations when necessary. All tests will be taken in the Basin Online School testing lab with a proctor. During these tests, students will be required to check in their phones and any other electronics to the test proctor.

Be Respectful: Basin Online embraces diversity and expects students to help create a culture of acceptance, safety, and respect for everyone. Part of being respectful includes being on time for zoom meetings, turning in work by the due date, and responding to emails in a timely manner.

Student Code of Conduct:

Basin Online Students are expected to:

- Complete all course work with academic integrity prompting hard work and honest effort.
- Keep passwords and usernames confidential.
- Conduct themselves in a manner that contributes to a productive learning atmosphere for themselves and classmates.
- Participate in weekly check-ins and actively work toward goals.
- Use various technology and software appropriately as outlined in the DCSD Acceptable Use policy (included in registration packet)

Conduct considered unacceptable:

- Completing coursework for another student
- Allowing coursework to be completed by another person
- Plagiarizing coursework and submitting it as your own
- Using the internet to search for answers on tests or quizzes
- Disrespectful communication with other students or Basin Online staff members

CHEATING:

A person's honor and integrity are priceless. Cheating on school work by giving or receiving help on assignments, quizzes, or tests is not acceptable. Plagiarism is a form of cheating. Teachers will have an individual classroom policy regarding cheating; however, those found to be cheating will be required to meet with the principal, staff, and active learning coach to address the issue and develop a plan going forward. Habitual cheating will trigger a referral and more serious consequences. It is regarded as a serious offense.

Parental/Guardians Expectations:

Support student efforts in their schoolwork by providing mental, emotional, environmental, technology and other material needs. Communicate with Basin Online staff in a timely manner during office hours including checking emails and responding to Basin Online staff.

Encourage two-way communication between students and teachers. Keep Basin Online aware of address, telephone and email address changes to ensure uninterrupted communication.

Monitor student progress and actively seek intervention for their child when any questions or concerns arise.

All Parents will be required to be their child's **Active Learning Coach** or designate a responsible adult with adequate technology skills to fill this role. Parent/Guardian are still ultimately responsible for ensuring active participation and progress in all course work from home. Current contact information for the Active Learning Coach must be provided to Basin Online and be updated in the event of a change.

Responsibilities of the Active Learning Coach:

- Provide academic support, motivation, and guidance throughout the school year
- Ensure your child is on track with assignments and coursework
- Collaborate with student and mentor teacher weekly via email or phone
- Provide side-by-side support as needed
- Attend in-person interventions as needed

It is the responsibility of parents to help prepare their child for learning success. Parents can support their student(s) by:

- Establishing a safe and designated learning environment
- Providing necessary learning materials
- Providing uninterrupted learning times that are built into the daily schedule
- Progress Monitoring (see page 14)
- Providing side-by-side support as needed
- Communicating with their student about progress and expectations
- Helping their student(s) to be aware of learning needs and how to appropriately advocate for those needs
- Providing transportation for child, to the District Learning Center for testing and interventions
- Attend school events when possible such as Parent-Teacher conference, Back to School Night, Art/Literacy Night, etc.

Attendance Policy:

Students are expected to complete the following *active hours in their online course work:

9th - 12th: 25 hours per week

6th - 8th: 20 hours per week

2nd - 5th: 15 hours per week

Students will be dropped from the online program if the minimum listed below is not met over 10 consecutive school days:

- Students must log-in to courses for a minimum of 10 *active hours for grades 6-12 and 5 hours in grades 2-5.
- Students and/or Parents will communicate with the mentor/teacher every other week at a minimum for attendance. This communication can be in person, via email, phone, or zoom.

*Active hours means students have completed at least one assignment per hour. If a student is struggling and can't complete an assignment in the amount of time listed above, the student will meet with their teacher for support and the teacher will document the contact and support provided.

**Meeting the minimum requirements will not guarantee passing grades

Re-enrollment after a 10 day drop:

- Meet with Principal and Counselor
- Parent/Student Orientation
- Parent/Student Training
- Proof of internet access and device (no smart phones or tablets)
- Student will work in building for a two week probationary period in grades 6-12 and one week probationary period in grades 2-5

Failure to follow Basin Online Attendance Policies and Re-enrollment steps when necessary will be considered a voluntary withdrawal from the Basin Online School.

Courses:

Students will be taking courses through Edgenuity and Canvas. All courses on student schedules must be completed to 100% by the end of each quarter. Students who want to be on an advanced track will need to consult with the school counselor and principal to develop a plan. Students must complete all courses on their current schedule and credit recovery courses before additional courses will be offered.

Core Courses Available in Grades 2nd-6th:

- ELA/Reading
- Math
- Social Studies
- Science

Courses Available in Grades 7-8:

- ELA
- Math

- Science
- Social Studies
- Digital Literacy
- Career and College Readiness
- PE
- Art
- Health

Courses Available for Grades 9-12:

- ELA
- Business Communication
- Math 1 (canvas only), 2, 3
- Math of Personal Finance
- Accounting
- World Geography
- US History
- World History
- US Government
- Sociology (ED only)
- Psychology (ED only)
- Earth Science
- Biology
- Chemistry
- Environmental Science (ED only)
- Physics (ED only)
- Fitness for Life
- Health
- Participation Skills (canvas only)
- Financial Literacy (canvas only)
- Spanish
- French (ED only)
- Intro to Art (ED only)
- Drawing (canvas only)
- Art History (ED only)
- Business Office Specialist(canvas only)
- Computer Tech
- Strategies for Academic Success (ED only)
- ACT Prep (canvas only)

****Additional enhanced Electives and CTE courses are available through Edgenuity for a fee of \$85 per semester course.**

Dual Enrollment:

Dual Enrollment is available and may allow students a variety of elective options not available with Basin Online including extra curricular programs. Students may take up to 4 courses from their boundary high school with dual enrollment. Junior High and Elementary students must make

arrangements with both schools to determine if dual enrollment is a possibility (50% or more of their day must be online).

Contact Information:

Basin Online School

Main Office: 1091 East Lagoon Street Roosevelt, UT 84066

Walk-In Hours: Monday – Thursday 8:00 am – 3:00 pm

Appointments need to be made with teachers for specific content support

Have questions or comments for Basin Online? Feel free to contact us.

Teachers are available via email or phone during school hours. Messages received outside of school hours will be responded to by end of day the next school day. Some staff only have specific times that they can respond to emails and messages. Please follow staff schedules.

Staff:

Tuckett	Jenn	Principal	jtuckett@dcasd.org	
Green	Christy	Secretary	clgreen@dcasd.org	435-725-4491
Birchell	Sheila	Counselor	smbirchell@dcasd.org	
Slaugh	Michaelle	SpEd Teacher - Mon/Wed	mslaugh@dcasd.org	
Baier	Laura	Teacher 2-3/4	lbaier@dcasd.org	435-725-4640
Southam	Arlene	Teacher 4/5-6	asoutham@dcasd.org	
Hawkins	Ashley	Teacher Math 6-8	ahawkins@dcasd.org	
Hinkson	Paul	Teacher Math 9-12		
Rios	Alfredo	Teacher Science/Spanish 7-12	arios901060@dcasd.org	435-725-4492
McKinnon	Shon	Teacher English/Electives 7-12	smckinnon901159@dcasd.org	

Hoopes	Chris	Teacher History/Electives 7-12		
Bleazard	Brian	Teacher CTE/Non-core Edgenuity	bbleazard@dcasd.org	
Nadeau	Don	Assistant	dnadeau901041@dcasd.org	

Testing Center:

Testing center is available Monday-Thursday 8:00 am-3:00 pm. Please schedule in advance to ensure you have time to complete your tests. Testing Center is not available during school holidays or weekends.

Proctored Test Location and Test Information:

Some tests must be taken at the DLC in the Basin Online testing lab which is located in the DLC in Roosevelt across the street from Union High School and UBtech. Students living in Duchesne, Altamont, and Tabiona may test at Duchesne High School and Altamont High School with Basin Online staff as staff schedules permit.

No Phones or other handheld electronic devices may be used during testing. All handheld devices must be turned into the test proctor before taking any tests.

The passing grade is 70%. Students who do not score 70% or better on a course final may retake the final up to 5 times before required consultation with their teacher within a two week time frame.

Important Information about Course Finals

Notes are optional and may be used on any course final. These notes must be:

- Handwritten
- On a paper no larger than 8 ½ x 11 inches.
- Guided Notes may be used
- Previewed by the proctor prior to testing

- Turned into the proctor after testing and before leaving the testing lab.

Students with Special Needs / IEP and 504 plans:

Basin Online understands that some students come to Basin Online School with IEP and 504 plans. Please contact Basin Online to set up an appointment to discuss and review the IEP or 504 plans prior to enrollment. Due to the nature of online courses, many accommodations listed on a student's IEP and 504 plans either naturally happen or don't specifically apply to online courses. However, we strongly encourage dual enrollment with boundary school to ensure the necessary support is available for core courses through face to face enrollment in areas of need.

Gifted and Talented:

Extension activities may be provided by individual teachers. In cases where enrichment is unavailable, parents may want to access the website: Utah Association for Gifted Children at <http://UAGC.org> for ideas and guidance.



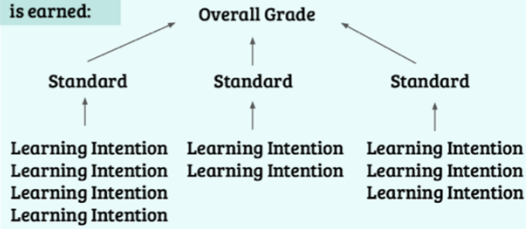
Standards-Based Grading Tools

PowerSchool

Canvas

For Official Grades

How a grade is earned:



To see a grade for each Standard, click here

To see Learning Intentions, click here

Grades and Attendance:

Grades and Attendance														Standards Grades		
Exp	Last Week							This Week							Attendance By Class	
	M	T	W	T	F	S	S	M	T	W	T	F	S	S	Course	Q1
1(A)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	LANGUAGE ARTS 8 Email Teacher	B+ S
2(A)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	8th GRADE MATHEMATICS HONORS Email Teacher	A H
3(A)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	INTERMEDIATE FITNESS 8 Email Teacher	A H
4(A)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	FOUNDATIONS OF ART 1 Email Teacher	A H

<https://dcsd.powerschool.com/public>

For Learning



- A Module for each Priority Standard
- Proficiency Scales
- Instructional Videos
- Articles to Read
- Discussion Posts
- Instructional Websites
- Interventions
- Extensions

Priority Standard	Standard	Priority Standard	Standard
1. The student will be able to...	1.1. The student will be able to...	2. The student will be able to...	2.1. The student will be able to...
3. The student will be able to...	3.1. The student will be able to...	4. The student will be able to...	4.1. The student will be able to...
5. The student will be able to...	5.1. The student will be able to...	6. The student will be able to...	6.1. The student will be able to...
7. The student will be able to...	7.1. The student will be able to...	8. The student will be able to...	8.1. The student will be able to...
9. The student will be able to...	9.1. The student will be able to...	10. The student will be able to...	10.1. The student will be able to...



FYI-types of Feedback



- Scores/Grades for Individual Assignments, Quizzes, or Activities
- Written Feedback
- Video Feedback



<https://duchesne.instructure.com/login/canvas>

Progress Monitoring:

Parents will be contacted by phone or email a minimum of once every two weeks as scheduled by mentor teachers. At this time, students will identify and set a goal that aligns with the pacing guide. Students will also have the opportunity to ask questions or receive additional support from Basin Online School staff with current courses. If two check-ins are missed and/or progress is not made then students will be required to meet with Basin Online School Staff in person and work on courses with staff supervision for a **minimum** of two hours per week until it is determined that adequate progress is being made.

Social Activities / Field Trips:

Potential Activities (subject to change)

- Art/Literacy Night
- College and Career Day
- Senior Tea
- Tech Tuesday
- End of Year Pool Party
- Library Visit
- Service Project
- Math-a-thon
- Fun Friday

Help Lines:

Students or parents that are needing any crisis intervention may download the Safe UT App at the following website or call any of the hotlines listed.

Basin Online has an administrator available during regular school hours.

Safe UT - <https://safeut.med.ut.edu/> - The SafeUT Crisis Chat and Tip Line is a statewide service that provides real-time crisis intervention to youth through live chat right from their smartphone. This service is staffed by licensed clinicians 24/7 providing supportive or crisis counseling, suicide prevention, and referral services.

Suicide Prevention Hotline- When you or someone else is having thoughts of suicide call- 24/7 availability- 1-800- 273-8255

Northeastern Counseling - 1-435-725-6300

In case of emergencies call - 911

COVID- 19 Information Please Contact Tri County Health Department - <https://tricountyhealth.com/> or 1(435)722-6300

Bullying/Safe School/Sexual Harassment Policies:

SAFE SCHOOL POLICY

Basin Online students and employees are entitled to a learning/working environment which is free from danger and unlawful or threatening acts. It is the policy of the Duchesne District to maintain school environments which are conducive to learning. With this in mind, the Duchesne County

School Board has instituted the Safe School Policy. The basic elements of this policy are summarized as follows. A complete copy of the policy is available in the office.

1. Conduct Resulting in Suspension/Expulsion.A student may be suspended/expelled from school for participation in any of the following prohibited conduct when it occurs in the school building, in or on school property, in conjunction with any school-sponsored activity, or when it occurs in the presence of or is directed at or against another student or school staff member:

- a. continued willful disobedience or open and persistent defiance of proper authority;
- b. willful destruction, defacement, or injury to any school property;
- c. behavior, threatened behavior, or intimidation, which poses an immediate and significant threat to the welfare, safety or morals of other students or school personnel or to the operation of the school;
- d. willful defacement or injury to any school property;
- e. behavior which unreasonably disrupts or interferes with the educational process for other students;
- f. sells, gives, transfers, delivers, possesses, controls, or distributes alcoholic beverages or tobacco products within 1000 feet of school property or any school sponsored event;
- g. is under the influence of an alcoholic beverage or controlled substance within 1000 feet of any school property or any school sponsored event.

2. Mandatory Suspension/Expulsion Students must be suspended/expelled from school for participation in any of the following prohibited conduct when it occurs in the school building, in or on property, or within 100 feet of school property, or within 1000 feet of and in conjunction with any school sponsored activity, or when it occurs in the presence of or is directed against another student or school staff member:

- a. possession of a weapon, explosive, or flammable material;
- b. the sale, control, delivery, transfer, or distribution of a drug or controlled substance or an imitation controlled substance;
- c. the sale, control, or distribution of drug paraphernalia;
- d. commission of an act involving the use of force or the threatened use of force which, if committed by an adult, would be a felony or Class A misdemeanor;
- e. assault of a teacher or other individual.

3. Habitually Disruptive Behavior.A student may be suspended/expelled if he/she is habitually disruptive and has failed or refused to comply with established school rules and procedures.
Note: Security cameras are located throughout the campus to help identify those who engage in inappropriate behavior.

SEXUAL HARASSMENT/HAZING: Basin Online strives to maintain the dignity of the individual and feels that every person is entitled to be treated respectfully, with all rights and freedoms accorded by law and by human ethics. Harassment in any form (sexual, verbal, physical, electronic) is unacceptable and will not be tolerated. Hazing will be considered as a form of harassment. Any student either directly participating in any such act, or found in complicity as an accessory, will be automatically suspended from school, and dealt with to the full extent of the Duchesne District Safe School Policy.

Sexual Harassment includes: any verbal, written, or physical conduct of a sexual nature, which has the purpose or effect of creating an intimidating, hostile, or offensive environment. Any

suggestion, request, demand, or pressure for sexual involvement, accompanied by implied or explicit threat concerning one's grades, extracurricular standing, job, etc. is prohibited. This includes, but is not limited to the following:

1. Derogatory, demeaning, offensive jokes, teasing or comments of a sexual nature.
2. Graphic remarks or sexual comments about an individual's body.
3. Sexually suggestive or obscene telephone calls, letters, notes, invitations.
4. Sexually suggestive or obscene pictures, cartoons, posters, or objects.
5. Grabbing, pinching, or touching of private areas.
6. Deliberate cornering, shouldering, or bumping in hallways.
7. Sexual gestures, unwanted pats or hugs, any unwanted touching.
8. Any form of sexual threat, intimidation, or exploitation.
9. Actual or attempted sexual assault, molestation, or rape.
10. Sexist remarks or gender-based stereotyping.
11. Depantsing of students. Incidents of harassment should be reported to a teacher, principal, or other trusted adult. Utah reporting laws apply to all adults at school.