



Dear St. Charles Families,

Spokane Virtual Learning is excited to continue partnering with St. Charles Catholic School families to provide supplemental educational opportunities in Literacy and Math for the 2018-19 school year. Regular SVL Lab and home-based access is highly encouraged and creates the best educational opportunity possible.

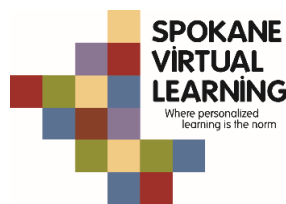
Paperwork must be returned by May 1, 2018 to assist SVL with class sizes, purchasing adequate technology for the students, hiring teachers, and preparing testing for the Fall. We appreciate your support with this so we can hit the ground running in late August!

To enroll your student, for the 2018-19 school year, we need the following forms filled out:

- 1. Required: **SVL Registration**- *fill out top and sign*
- 2. Required: **Ancillary Services Form**- *fill out top and sign*
- 3. Required ONLY if living outside of SPS Boundaries: **Choice Transfer Form**- *fill out and sign*
- 4. Optional: **Spanish Enrollment Form (4th-8th) and Information Meeting** *see flyer*
- 5. Required if new to SVL: **Spokane Public Schools Registration**
(only needed the 1st year or enrollment)

Please send the signed forms to your school office. We are excited to have you as part of our online program and are looking forward to serving your children during the next school year.

If you have any questions, please feel free to call Amanda, our SVL Support Specialist, at 509-354-7580. We look forward to working with your students!



SPOKANE VIRTUAL LEARNING
2018-2019 REGISTRATION and
WRITTEN STUDENT LEARNING PLAN (when applicable)

Student Name:

School : St. Charles

Grade:

Address:

Student Email:

Parent Email:

Birth Date:

IEP:

Home Phone:

Parent Cell Phone:

Student Cell Phone:

Gender:

Ethnicity:

Counselor:

Courses you've selected:

- Class Name/SPS # : Literacy Strategies** (K-6th)
(Student should expect to spend an average of 5hrs / week per 36 week school year course)
Class Start Date: The later of 08/30/2018 or student's entry date / **Class End Date:** 6/13/2019 for year long students
- Class Name/SPS # : Math Strategies:** (1st-8th)
(Student should expect to spend an average of 5hrs / week per 36 week school year course)
Class Start Date: The later of 08/30/2018 or student's entry date / **Class End Date:** 6/13/2019 for year long students
- Class Name/SPS # : Elementary Spanish / 749** (4th-6th)
(Student should expect to spend an average of 5hrs / week per 36 week school year course)
Class Start Date: The later of 08/30/2018 or student's entry date / **Class End Date:** 6/13/2019 for year long students
- Class Name/SPS # : Spanish** -Year Long (7th-8th)
(Student should expect to spend an average of 5hrs / week per 36 week school year course)
Class Start Date: The later of 08/30/2018 or student's entry date / **Class End Date:** 6/13/2019 for year long students

WSLP and Student Requirements:

As a part of this written student learning plan (WSLP), all student requirements, learning goals and state standards, performance objectives, timelines, certified teacher information, and instructional materials are outlined in the SVL Student Expectations document, course descriptions, individual course syllabus, course schedule, teacher announcement and email directions, Student Success Plans, intervention plans, or other WSLP amendments, instructor information, and coursework available in each course. This WSLP is subject to change at any time based on teacher and support specialist discretion and may be modified at any time. All courses meet state and district graduation requirements. SVL teachers and staff will be communicating directly with students and parents/guardians regarding their course, interventions and WSLP amendments.

WSLP Agreement (Required Signatures): *

Student: _____ Date: _____
 (I have read, understand, and agree to abide by this WSLP, the District's acceptable use policy, Academic Integrity, SVL's Netiquette Policy and the SVL Student Expectations located at <http://www2.spokaneschools.org/onlinelearning/forms.php>)

* Parent: _____ Date: _____
 (PLEASE VERIFY THE PARENT EMAIL ADDRESS ABOVE)
 (I have read and understand the SVL Student Expectations; read, understand and approve the ALE Statement of Understanding and this WSLP and understand the difference between home-based instruction and the virtual learning program.)

****STUDENTS WILL BE ENTERED INTO CLASSES ON A FIRST COME FIRST SERVE BASIS.**
**** NO STUDENT WILL BE ENROLLED UNTIL WE RECEIVE A COMPLETE REGISTRATION FORM.**
****STUDENTS ENROLLED IN YEAR LONG CLASSES WILL BE AUTOMATICALLY ENROLLED IN THE CORRESPONDING SECOND SEMESTER CLASS.**
****SECOND SEMESTER CLASSES HAVE LIMITED OPENINGS AND YOU WILL BE NOTIFIED UPON ACCEPTANCE TO THE CLASS**

SVL Office Use Only	
WSLP Approved:	
Date:	

**Request for Part-Time Attendance or Ancillary Services
From Private School Student or a Student Receiving
Home-Based Instruction
2018 / 2019**



Please Check One: Home School Private School

"The board of directors of any school district is authorized and, in the same manner as for other public school students, shall permit the enrollment of and provide ancillary services for part-time students" (Reference RCW 28A.150.350).

In accordance with District Policy 3114, students legally residing in Spokane Public Schools and attending home based instruction, private school, or a work training program are eligible to attend district classes and receive ancillary services on a part-time basis.

Student's Name: _____ Birthdate: _____ Grade: _____

Student's Address: _____

City: _____ State: _____ Zip Code: _____

Parent/Guardian's Name: _____

Telephone: (Work) _____ (Home) _____

(To be completed jointly with school counselor)

PUBLIC SCHOOL WHERE SERVICE IS REQUESTED (RESIDENT SCHOOL) _____

Service or course requested and date(s) student wants to participate:

Service/Course: _____ Semester: _____ Hour(s): _____

Service/Course: _____ Semester: _____ Hour(s): _____

Service/Course: _____ Semester: _____ Hour(s): _____

Service/Course: _____ Semester: _____ Hour(s): _____

IF REQUEST IS MADE BY PRIVATE SCHOOL STUDENT:

Name of private school: St. Charles Catholic School

As the parent/guardian of _____, I certify that this student is a private school student, and I attest that the services requested are not available in the private school that my child attends.

Transportation is the responsibility of the parent/guardian. Transportation for field trips may be provided. Transportation which is required to fulfill a condition for the receipt of federal funds may be provided.

Parent/Guardian's Signature: _____ Date: _____

SPS Principal's Signature: _____ Date: _____

RESIDENT SCHOOL- Distribute copies as follows: Home School Students-copy to Bryant Campus, copy to school attending, copy to parent/guardian. If student is receiving speech or hearing therapy, copy to Karen Turner, Special Education, Administration Building.

Retain this record for three (3) years

Spokane Public Schools
 200 N Bernard
 Spokane, WA 99201
 (509) 354-7393
 Fax: (509)354-5910

Choice Transfer Request

New Request
 Renewal

Requested District: <u>Spokane Public Schools</u>	School Year: 2018-2019 <i>(one year only)</i>
Requested School: <u>Bryant</u>	Start Date: _____ <i>(if mid-year transfer)</i>
Program: <i>(if applicable)</i> <u>Spokane Virtual Learning (SVL)</u>	End Date: _____

STUDENT INFORMATION *(one form per student)*

Student: _____ <small><i>Legal name First Middle Last</i></small>	Birth Date: _____ Grade Level: _____ <small><i>(of transfer year)</i></small>
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Parent/Guardian: _____ <small><i>(Required if student is younger than 18 at the time of this request)</i></small>	Email: _____
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Current or Last School Attended: _____	Phone (1): _____ Phone (2): _____ <small><i>(Parent/Guardian contact if student younger than 18)</i></small>
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Residence Address _____ _____ _____, WA _____ <small style="text-align: center;"><i>City Zip</i></small>	Mailing Address <i>(if different from residence)</i> _____ _____ _____, WA _____ <small style="text-align: center;"><i>City Zip</i></small>
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REASON for REQUEST

- The student's financial, educational, safety, or health conditions would likely be improved.
- Attendance in the nonresident district is more accessible to the parent's/guardian's place of work or to the location of child care.
- There is a special hardship or detrimental condition.
- The purpose of the transfer is for enrollment in an online course or school program offered by an OSPI-approved provider.
- Parent/guardian is an employee with the requested school district.

BEHAVIOR *(attach sheet with explanation for any yes answers)*

Does the student have a record of conviction of crimes, violent or disruptive behavior or gang membership?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Has this student been expelled or suspended for more than 10 consecutive days?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Has the student repeatedly failed to comply with requirements for participation in an online school program, such as participating in weekly direct contact with the teacher or monthly progress evaluations?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Has the student and/or parent had any formal meetings with school officials regarding school attendance issues in the past two years?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is this student under a court order to attend school or is a truancy petition in the process of being filed?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Please see second page for important notices, acknowledgements, and signature.

Choice Transfer Request

NOTICES

- The transfer request is not complete until the resident school district has submitted the request to the nonresident school district, and it has been accepted. The student remains the responsibility of the resident school district until the effective start date at the nonresident school.
- The parent/guardian will be notified by email (or postal mail if an email is not provided) of acceptance and the effective start date or rejection.
- If the request is rejected, the notification will include the reason for the denial and steps to appeal the decision.
- If a district does not respond to a request within 45 days of the request, the request is treated as a denial and the parent/guardian can appeal.
- Under the Choice law, the nonresident school district becomes responsible for all matters related to the education of the student (basic education, special education, home/hospital services, truancy, CEDARS reporting, administration of state educational assessments, etc.). Legal Reference: RCW 28A.225.220 through 230.

ACKNOWLEDGEMENTS

- I certify that the information provided is accurate and complete.
- I understand that approval of this request shall be dependent upon the acceptance and rejection standards stated in the nonresident school district's policy, and rescindment (revoking) of this transfer may occur in accordance to the conditions listed in the nonresident school district's policy.
- I understand that my student must continue to attend the resident school until the effective start date of the transfer and that nonattendance is subject to truancy procedures.
- I understand that I will be responsible for providing transportation to and from school for my student, unless the nonresident district is required to provide transportation for the student with a disability under Section 504 of the Rehabilitation Act of 1973 or the Individuals with Disabilities Education Act (IDEA).
- I understand that requests are approved for one school year only, and it is my responsibility to complete a new form each year.
- I understand that should my student move and no longer be a resident of the district, the transfer expires and I must submit a new request to the new resident school district.
- FERPA Release: I authorize the resident school district to release any and all of my student's educational records to the Choice Coordinator of the nonresident school district. By my signature I acknowledge that although I am not required to release my student's records, I am giving my consent to release the information. This release will remain in effect while my student is enrolled unless I revoke such consent in writing. Note: Information will be provided in written format; no information will be released over the phone.

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232(g); 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies. Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record.

 Signature of parent/guardian (Student may sign if 18 years or older at the time of this request)

 Date Signed

Return signed and completed form to:

Spokane Public Schools, 200 N Bernard, Spokane, WA 99201
 Fax: (509) 354-5910
 Email: jeannieb@spokaneschools.org



Spokane Virtual Learning Spanish

Where personalized learning is the norm

Elementary Spanish Grades 4th-6th

Elementary Spanish consists of a weekly, in-person Spanish class at your private school. In addition, students will be expected to work weekly on Rosetta Stone and other homework online either at the SVL Lab after school or at home.

High School Spanish Grades 7th-8th

High School Spanish is a full, high-school level class online taken at a slower pace. Students in 7th grade can take Spanish 1A year-long, and 8th grade can take Spanish 1B year-long. Successful completion of both semesters allows a Foreign Language credit to be applied to a SPS high school transcript (G-Prep requires a test).



Spanish Information/Enrollment Meetings:

Due to the additional time and commitment needed to successfully complete these courses, we are requiring NEW families to attend an informational session prior to enrolling.

Thursday March 15th - Assumption @ 5:30pm

Tuesday March 20th - Cataldo @ 5:30pm

Wednesday March 28th – St. Charles @ 5:30pm

Monday April 16th – Trinity @ 5:30pm

Tuesday April 24th – Libby Center 2900 E 1st Ave @ 6pm



18-19 SVL Spanish Enrollment @ St. Charles

Please indicate your interest in enrolling in Spanish for the 18-19 school year. While we encourage all interested families to attend a Spanish information night (see flyer for dates), **all NEW to Spanish families are required to attend a meeting to complete their enrollment.**

Student Name: _____ Grade: _____

Select the course which you would like to add*

SVL Elementary Spanish (4th-6th) meets weekly @ St. Charles: Wednesdays 3-4pm**

***Elem Spanish enrollment is in lieu of Literacy Strategies enrollment. SVL will obtain Principal and Teacher approval to enroll:*

Approved by Private School Principal: _____ Date: _____

Spanish 1A/6060 -Year Long (7th or 8th) may meet weekly @ St. Charles: Wednesdays 7-8am depending on enrollment

Spanish 1B/6061 -Year Long (8th) may meet weekly @ St. Charles: Wednesdays 7-8am depending on enrollment

**Enrollment in Spanish is based on availability and meeting minimum enrollment requirements. Students will be enrolled in order of completed registrations received.*

Requirements for adding Spanish:

Strong Reading and Writing skills

Strong computer skills and/or willing to learn to use new online programs, Microsoft products, uploading documents, recording audio, and MORE!

Weekly Attendance at the SVL Lab after school and /or weekly Middle School Spanish tutoring at your private school (depending on enrollment).

Commitment to work weekly at lab AND at home to keep up with pace of the course

Middle School: Commitment to attend a SVL Orientation at the Libby Center in the late August/early September of 2018. *Dates TBA. Schedule will be emailed in August*

~Please fill out information on back~

Name(s) of parent(s) or guardian(s):
E-mail address(es) (<i>Please check this email daily</i>):
Home phone number: Cell phone number(s):
Best <i>method</i> and <i>time</i> of day to contact the parent(s)/guardian(s):
What is your plan for working outside of the school day on this class? (please see lab schedule below)
<p>ELEMENTARY SPANISH ONLY: Names of all guardians or parents authorized to pick up your child.</p> <p>Please check one:</p> <p><input type="checkbox"/> I will pick up my child after Spanish</p> <p><input type="checkbox"/> My child will go directly to Extended Care after Elem Spanish</p> <p><input type="checkbox"/> I give permission for my child to walk home from Elem Spanish</p> <p>Comments:</p> <hr/> <hr/>

TENTATIVE 18-19 SVL Lab and Spanish schedules:

	Mondays	Tuesdays	Wednesdays	Thursdays
St. Charles	SVL Lab 3-4:15pm	SVL Lab 3-4:15pm	MS Spanish Lab 7-8am (depending on enrollment) SVL Lab 3-4:15pm Elem Spanish 3-4pm	SVL Lab 3-4:15pm

Parent(s)/Guardian(s) signature: _____ Date: _____



Spokane Virtual Learning



Spokane Public Schools
Spokane Virtual Learning

STATEMENT OF UNDERSTANDING

In accordance with the Alternative Learning Experience Implementation Standards, *reference WAC 392-121-182 (3)(e)*, 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 and enrollment in an alternative learning experience (ALE). As the legislation states, virtual learning is an alternative learning experience.

Provided below is a summary and narrative descriptions of the difference between Home-based Instruction and an ALE.

Summary Description

Home-Based Instruction

- Is provided by the parent or guardian as authorized under RCW 28A.200 and 28A.225.010.
- Students are not enrolled in public education.
- Students are not subject to the rules and regulations governing public schools, including course, graduation, and assessment requirements.
- The public school is under no obligation to provide instruction or instructional materials, or otherwise supervise the student's education.

Alternative Learning Experience

Spokane Virtual Learning

- Is authorized under WAC 392-121-182
- Students are enrolled in public education either full-time or part-time.
- Students are subject to the rules and regulations governing public school students including course, graduation, and assessment requirements for all portions of the ALE.
- Learning experiences are:
 - Supervised, monitored, assessed, and evaluated by certificated staff.
 - Provided via a written student learning plan.
 - Web-based, provided outside the regular classroom.
 - Flexible, since no bell signals the beginning and ending of a class period; however, students are expected to submit assignments each week.

Part-time Enrollment of Home-Based Instruction Students

Home-based instruction students may enroll in public school programs, including virtual learning and other ALE programs, on a part-time basis and retain their home-based instruction status. In the case of part-time enrollment in ALE, the student will need to comply with the requirements of the ALE written student learning plan, but not be required to participate in state assessments or meet state graduation requirements.