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Student and Parent
Handbook
2016

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Provo eSchool is designed to be different. Bringing over 400 courses to K-12 grade students, eSchool's online program offers a rigorous but flexible education model tailored to the individual student's needs and interests.

ACADEMIC HONESTY

Provo eSchool does not tolerate plagiarism or cheating of any kind. Student and parent/guardian will receive a written warning upon the first offense and the teacher determines whether or not to give the student a second chance to complete the assignment or no credit at all. If the student commits a second offense, the student will receive no credit for the assignment. Upon a third offense, the student is suspended from school and referred to the district disciplinary screening meeting. At that time the screening committee will determine the disciplinary action— suspension, expulsion, etc.

ACADEMIC STANDING

All eSchool students are expected to complete courses with a minimum GPA of 2.0. If a student fails to reach this standard, they may be recommended to return to a campus school or find another route for their education. Students who wish to remain in eSchool despite our recommendations may return the next semester on **academic probation**.

Student and parent/guardian must sign an eSchool Academic Probation Appeal and follow the conditions outlined. The conditions for secondary students are the following:

1. Students will log in to each course 5 days a week.
2. Students will compete at least 5% of each course every week in order to complete each course by the end of the semester.
3. Students will meet with each of their teachers biweekly during open office hours.
4. Parents/Guardians and students will contact their eSchool mentor at least once a week.

The conditions for elementary students are the following:

1. Students will complete at least 2.5% of each course every week in order to complete each course on time.
2. Students will respond to their weekly progress e-mails received from their teacher or the teacher's aide.

While a student is on academic probation, he or she must earn at least a 2.0 GPA and may not be truant for at least one semester with eSchool. The student and parent must sign the academic probation appeal form and abide by the conditions set therein. If a student meets these terms, they will be returned to good academic standing. If a student fails to meet these terms, he or she may not be eligible to enroll in eSchool in future semesters. A student who has been asked to leave eSchool due to a violation of academic probation may be eligible to return if they complete at least one semester at another school with a GPA of 2.0 or above.

ACADEMIC SUPPORT/TUTORING

eSchool K-8 grade teachers are available by appointment for virtual tutoring as needed. Students (grades 7-12) enrolled in BYU Independent Study courses may sign up for free tutoring through BYU IS. Tutoring is done on BYU campus; students must provide their own transportation. Students (grades 6-12) enrolled in Edgenuity courses may receive support from their online teachers available through e-mail, online office hours, or tutor chats.

ACCREDITATION

Provo eSchool is fully accredited through AdvancEd. This means that other high schools, colleges, and universities will accept any credit earned with Provo eSchool to fulfill state requirements for graduation.

ADVANCED PLACEMENT (AP) TESTING

Students who wish to participate in nationwide AP Exams may register with a school in their area or through Provo School District directly. Registration and fees must be submitted before the end of February to test that school year. Tests are administered during the first two weeks of May. AP exam scores do not affect students' grades in their AP classes, but may earn them college credit. Please contact Provo eSchool with any further questions.

ALTERNATE MATERIAL OPTIONS

Should a parent or student find the material outlined in a course to be inappropriate or objectionable for any reason, they may contact the teacher of the course to outline a more suitable alternative to meet the objectives of the lesson. They should also contact eSchool staff.

ATTENDANCE

Our staff is determined to do all that we can to help students succeed in the online education model. In an effort to best meet the needs of the students and to ensure their academic success, Provo eSchool has the following progress and attendance guidelines in place:

- **All students in K12 courses are required to complete 80% of each course by the end of the school year to confidently move on to the next grade level. This means students are expected to progress 2.5% per week in each course.**
- **Students in Edgenuity and BYU courses are required to complete 100% of their coursework. They are expected to progress 5% per week in each course. The difference in completion goals is due to the fact that Edgenuity and BYU courses are broken down into semesters instead of lasting the entire year. It is the same amount of work as the K12 classes, but broken down differently.**

Provo eSchool is an individualized program that does allow some flexibility. We understand that students will master concepts at different times than others. For this reason we track attendance by progress instead of monitoring hours spent online. This allows students to move quickly through the concepts they understand and spend more time on concepts that do not come easily. *However, students in all eSchool courses are expected to stay within two weeks of the course in order to finish on time.* This means falling more than 5% behind in K12 and 10% behind in Edgenuity and BYU could result in truancy citations. Please see **TRUANCY** for more information on Provo eSchool's truancy policies.

COMMUNICATION

Good communication helps eSchool run smoothly! If a situation arises that may affect your eSchool enrollment (illness, family emergency, loss of internet, etc.) it is important that you let eSchool know right away, so that together we can determine the appropriate accommodations. It is much more difficult for us to accommodate your situation if you do not communicate with us from the beginning.

It is the student's responsibility to notify Provo eSchool staff of any changes in contact information.

COMPLETION REQUIREMENTS

If a course is not dropped within 10 days (3 days in the summer), students are responsible to complete the course. If enrolled in Edgenuity courses, 50% of the course must be completed to earn a term grade and 100% must be completed to earn a full semester grade. Students who attempt a semester credit (0.5) but only complete 50% of coursework may receive a passing letter grade for the first term and a failing grade for the second term. Students may withdraw at a term but must be 50% complete at the time of transfer to receive credit with a passing grade. Please note that this does not apply to BYU enrollments. **A BYU course must be completed 100% in order to earn a passing grade.**

Students in K12 courses are required to finish 80% of the course if they enroll at the beginning of the school year (August). If a K12 student enrolls later, his/her percent complete goal will be determined with the student's teacher.

COURSE SCHEDULES AND EXTENSIONS

Provo eSchool follows the semester schedule of the School Board approved Provo School District calendar. Two terms is the equivalent of one semester. Course extensions are available at the end of the first semester in January. Students who choose to appeal for a first semester course extension do so with the understanding that it will shorten their time in the second semester. **Second semester courses can only be extended past the end date if students pay summer school tuition for those courses.** Appeals to extend courses are answered within 10 business days of submission. *Students are responsible to maintain progress in classes while the appeal is being processed.* Extension fees are outlined in the fee section and are charged per course.

COURSE MATERIALS

All students/families are required to provide their own technology (e.g. computer, printer, tablet, etc).

Most elementary courses require course materials that are included in enrollment in the course. There is no additional charge to the student for these materials. Materials will be sent to the student's home directly from K12 after they are enrolled in the course. K12 will also provide pre-paid postage to ship materials back to their warehouse after students complete a course. It is important that the address we have on file for students is correct, because this is where materials will be shipped.

Some secondary courses require materials. Certain BYU courses require textbooks. Provo eSchool will rent textbooks to students for \$20 per semester. Required textbooks are listed in the

course description on the online Provo eSchool course catalog. Textbooks must be returned when the course is complete (or the end date is reached). Advanced Placement Science courses also require physical materials, which will be shipped to the student by FuelEd, one of our AP providers. The cost of these materials is \$50, which students should pay at the time they enroll in the class.

It is the student’s and parent’s responsibility to inform eSchool if you are missing any materials required to complete your class. Missing materials is not an excuse for not completing coursework if you do not inform eSchool that these materials are missing.

CREDIT RECOVERY

Credit Recovery courses are not free and are offered only to students who have previously attempted a course and received a failed grade. Credit recovery grades do not replace failed or incomplete grades on a transcript. They are, however, recorded as a letter grade and therefore affect the overall GPA. Please refer to **FEES** for costs of credit recovery classes.

CURRICULUM

Provo eSchool has four main course providers: K12, Edgenuity, and BYU Independent Study. Students in grades 1-8 may choose an elective technology course through My Tech High, another provider, and partner with eSchool.

Provider	Grades Offered	Type of Courses	Medium	Course length
K12	K-8	All: core plus electives	Materials/online hybrid	Year
Edgenuity	7-12	All: core plus electives	Strictly online	Semester
BYU IS	7-12	All: core plus electives	Strictly online	Semester
MTH	1-8	Technology, robotics	Materials/online hybrid	Year

DIPLOMA

Provo eSchool offers an accredited diploma for full time high school students. Students who finish their last few classes with eSchool and wish to walk with their campus school in Provo School District may receive a Provo School District Diploma. In order to walk with a campus school and receive an eSchool diploma, students must have permission from their campus school and must finish all coursework required for graduation by the deadline set forth by the campus school.

A Provo School District Diploma requires that students complete 24.0 credits in a pre-determined set of subjects.

DROPPED CLASSES/APPEALS

Students have 10 days after enrollment to drop a course with no penalty (3 days during summer school). After 10 days, *students* (not their parents) must fill out an application of appeal to

drop a class. These applications will be evaluated on a case-by-case basis by the eSchool Board. Students who wait to drop a class in the second term of the semester will receive a failed grade for the first term. eSchool Board members have 10 business days to respond to an appeal. Responses come via e-mail.

ENROLLMENT DEADLINES

Provo eSchool is open enrollment for all grades until October 1 in the current school year. Only Provo School District students will be accepted after this date. If students enroll partway through a semester they may be registered in fewer classes to ensure they are able to complete coursework by the end of the year.

ENROLLMENT PROCESS

ELEMENTARY ENROLLMENT

Elementary students wishing to enroll in Provo eSchool must complete the following enrollment documents:

- K12 online registration form
- Provo School District online registration form (full-time students only)

SECONDARY ENROLLMENT

- eSchool Enrollment form (in-district dual-enrolled students must obtain a counselor's signature for original credit classes taken during the school year)
- Provo School District online registration form (full-time students only) found at forms.provo.edu

Students residing outside Provo School District wishing to enroll full-time with Provo eSchool must provide a **birth certificate, immunizations records, proof of Utah residency, and transcripts**. Students may not be enrolled in classes without this documentation.

FIELD TRIPS

Events and field trips, held throughout the year, are open to all students unless otherwise specified. All persons who attend are expected to treat others with respect. Students and parents are responsible for transportation to and from the activity. Field trips generally require a small fee for each student and parent who attends. Fees may be paid online at myschoolfees.com. Each student must have a Student Field Trip form on file to attend a field trip.

FEES

Credit Recovery: \$60 for 0.5 credit or \$35 for 0.25 credit

AP Lab Fee: \$50

Book Fee: \$20

Course Extension Fee: \$15

Re-enrollment Fee: \$20

Early Drop Fee: \$15

Advanced Curriculum Fee (beyond 1 grade level or 8 credits): \$100 per course

BYU Independent Study Fees:

Assignment resubmission fee: \$10

Final exam retake fee: \$15

Course packet fee: \$10

FINAL EXAMS

All high school courses with final exams need to be proctored. BYU IS courses must be proctored at the BYU Independent Study Office in the Morris Center or by another BYU approved proctor. BYU students are not permitted to bring notes or calculators unless otherwise specified within their course. As per BYU policy, students must complete all coursework for a class before they may request the final.

Finals for students in Edgenuity courses will be proctored at Provo School District office by eSchool staff, and students are permitted to bring hand written notes only. If a student cannot come to these locations for testing, it is their responsibility to find another qualified, third party, proctor. Please allow Provo eSchool one week notice to send the appropriate information to the proctor.

FULL-TIME ENROLLMENT GUIDELINE

Provo School District students may enroll full-time in Provo eSchool instead of enrolling at their local brick and mortar school. Students in good standing may enroll in eSchool at any point throughout the year. Good standing is determined by the student's behavior and attendance. Students not in good standing may enroll only at the beginning of the school year or the beginning of the second semester (mid-January).

Exceptions will be reviewed on a case-by-case basis and approved by the Executive Director of Student Services.

GRADE LEVEL GUIDELINE

Students are placed in a grade level based upon their age, unless public or private school records from the previous school year state otherwise in which case students will be placed in the grade level higher than the previous year's grade level.

Students must be 5 years old before September 1st in order to begin kindergarten. Students must be 6 years old before September 1st in order to begin first grade.

If a student has only been homeschooled, student is placed in a grade level based only on age, unless the parent/guardian requests testing for placement. The parent/guardian must be willing to bring student to Provo School District offices for testing. A fee may be charged for testing.

For students in grades 1-8:

If a guardian wishes to place a student in one grade level lower than what the student's birthdate or previous grade level indicate, the guardian must write a letter to the principal of eSchool stating specific reasons for holding back their student. The letter must include a handwritten signature. Included with the letter, the guardian must provide student's date of birth and multiple academic data points as evidence for the request. Provo City School District strongly recommends against the retention of students because of a preponderance of research showing retention to be an ineffective (even harmful) academic intervention. If approved, the student follows the graduation date trajectory the new grade level indicates. The student may not change their grade level again.

If a parent/guardian wishes to place a student in one grade level higher than the student's birthdate or previous grade level indicates, the parent/guardian must write and hand-sign a letter to the principal of eSchool stating specific reasons for advancing the student. Included with the letter, the guardian must provide student's date of birth and multiple academic data points as evidence for the request. If approved, the student will be placed in the grade level above their current grade level for a trial period of 30 days. If the student is current on his/her work and passing all his/her courses, the student may remain in the advanced grade. If the conditions are not met, the student may be placed back into their original grade level. Once the parent/guardian and student commit to that grade level, the student must stay in that grade level trajectory until graduation. If a parent/guardian wishes to place their student in more than one grade level higher than the student's current grade level, he/she must meet with and receive approval from the Provo School District assistant superintendent.

Grades 9-12:

Once a student has begun high school, he/she may no longer be held back a grade level. Public school students in Utah have four school years in which to complete their high school diploma. Students with certain disabilities as documented in an IEP, may continue their high school education at East Bay Post High after the traditional four years.

GRADING

Provo eSchool follows the same grading policies as Provo School District. As per Provo School District policy, "D" grades will now be awarded. *At this time, any grade below a 60% will be considered a failing grade, and credit will not be issued for the course.* Once a student is enrolled in a course for 30 days, the student is responsible for the course and a grade will be awarded.

Some courses have assignments graded immediately online, while others are graded by teachers assigned to the course by the curriculum provider. Different providers have different standards for how quickly student work must be graded. Generally, this is 3 days for Edgenuity, and up to two weeks for BYU. If you find that assignments are not being graded within this time frame, please contact the course's teacher. If the problem persists, or is not resolved by the teacher, please contact your eSchool mentor. If you need credit by a certain date (e.g. to meet graduation requirements before commencement) please keep in mind that teachers do not have to grade your assignments immediately, and if you do not allow time for grading, credit may not be issued when you need it.

Teachers are given three business days to submit final grades. Grades are recorded in Powerschool. If a student is enrolled in a campus school outside of Provo School District, an official transcript will be sent to that school each semester.

GRADUATION

Students may graduate from Provo eSchool with a Provo eSchool diploma. The diploma functions like any other high school's diploma since eSchool is a public, accredited school. Graduation requirements are the same as the minimum Provo School District requirements, which is 24 credits, beginning from ninth grade.

eSchool students in the Provo School District may walk with Timpview or Provo High IF for their fourth term of their twelfth grade year, they are enrolled in six courses at the chosen high school. Students who do not take six courses at PHS or THS the fourth term of their senior year may NOT walk in the graduation ceremony at those schools. There are no exceptions.

MAXIMUM COURSE LOAD

Provo eSchool encourages students to design an educational plan that best fits their needs. Students may enroll in eSchool and home school and a campus school if they choose. There is no minimum number of courses required to enroll. The maximum is outlined below.

- Kindergarteners may register in up to 3 courses. Typically they are Math, Language Arts, and an elective of their choice.
- First (1st) through sixth (6th) graders may be registered for four core classes and an elective. Core classes typically include Math, Language Arts, Science, and History. Electives include Art or Music for 1st and 2nd graders, and Art, Music or a Foreign Language for 3rd through 6th graders.
- Seventh (7th) and eighth (8th) graders may be enrolled in courses with K12, Edgenuity and/or BYU. They are eligible for 6-7 credits each semester in order to complete the 12-credit minimum as outlined by Utah State Office of Education. (See Utah Board of Education Rule [R277-700-5](#) for more details.) In some circumstances, 7th and 8th may be eligible take high school courses, however *high school credit **will not** be issued for any course taken prior to the conclusion of the 8th grade year.*
- Ninth (9th) through twelfth (12th) graders may enroll in no more than 8 credits including all campus and online classes unless otherwise specified in their SEOP. If a Provo School District student wishes to take classes in addition to a full course load at their boundary school, they must also have a counselor's permission.

NCAA

Provo eSchool is **not** currently NCAA approved. However, original credit classes from Edgenuity are NCAA approved.

OVERSEAS STUDENTS

Students leaving the country for a short and defined amount of time may be able to enroll in eSchool if they maintain a Utah residence while they are gone. Cases must be approved by the eSchool Board prior to students enrolling in eSchool. Students MUST return before end of the year testing and complete the necessary testing, no exceptions.

We do not ship materials out of the country. Families leaving the country need to make their own arrangements to have materials sent to them by a friend or family member living in the United States. If you choose to have materials forwarded by a friend or family member, be sure Provo eSchool has that person's shipping address, so materials can be sent directly to them. Failure to provide this information will result in delays of course materials.

PROCTORING

To maintain the integrity of eSchool, all final exams for students in grades 9-12 are proctored. eSchool's mentors arrange times during the final week of the semester for students to come to the district office to be proctored. Students who live far away from Provo may arrange for an alternate proctor, a responsible adult unrelated to the student. eSchool's mentors provide instructions and test passwords to alternate proctors. Students taking BYU Independent Studies courses must be proctored by a BYU IS-certified proctor.

REQUIRED TESTING

Because Provo eSchool is a public school, students are expected and required to participate in **all** standardized state testing as required by the State of Utah. Provo eSchool requires participation in the following tests:

- DIBELS testing for K - 3rd graders in the fall, winter, and spring.
- SAGE testing (Student Assessment of Growth and Excellence) from the end of April to the end of May for students in 3rd – 12th grades. Students in these grades will be required to take the SAGE test that corresponds to the courses they are taking through Provo eSchool.

Provo eSchool teachers and staff will administer these tests and students will take their age appropriate grade level test, unless other arrangements have been made with the Provo School District Administration. Students and parents will be notified each school year when and where testing will be held for their student(s).

If a student does not respond to emails or calls to set up required testing, or is not present to take their test when it has been scheduled, the student will be placed on "testing probation", which may result in withdrawal from Provo eSchool and the inability to enroll the following year.

RESIDENCY

Any student in the state of Utah is eligible to enroll in Provo eSchool but they must be able to show proof of Utah residency within the last 90 days. Utah residency will depend on whether the custodial parent or legal guardian is considered to be a resident of Utah. If the person is deemed to be a "resident," then the student will be eligible for services.

Students planning to **temporarily** leave the state may still enroll in online classes as long as residency is maintained. As defined by Utah State Office of Education, a domicile, once established, is not lost until **all** of the following three elements are met:

1. A specific intent to abandon the former domicile;
2. The actual physical presence in a new domicile; and
3. The intent to remain in the new domicile permanently.

It is expected that all students return to Provo, Utah for all state mandated testing. Exceptions to this may only be determined by the eSchool Advisory Board and must be submitted in writing to eschool@provo.edu.

SENIOR TRANSFER GUIDELINE

Provo eSchool has an open enrollment policy for students who live in the Provo City School District. Students in grades K-12 may enroll in eSchool full-time; students in grades 1-12 may dual enroll with eSchool and a brick and mortar school.

Starting at the beginning of the second semester each school year, students in 12th grade who are on track to graduate may enroll full- or part-time in eSchool. Twelfth-grade students who are not on track to graduate may only enroll in eSchool part-time. This means a student may take up to three original credit classes through eSchool, while maintaining their school of residence at one of the three high schools in the district. All seniors may enroll in credit recovery courses.

SPECIAL EDUCATION

Provo eSchool partners with Provo School District's Special Education department to evaluate and provide services for eSchool students with special needs. Many elements of eSchool provide a good fit for special needs students, such as additional time on testing and assignments, and working at the student's own pace.

If a student is dual-enrolled in eSchool and a campus school, the student's special education needs (IEP referrals, re-evaluations, etc.) should be fulfilled by the campus school. Provo eSchool will make every effort to meet accommodations listed in a student's Individualized Education Plan (IEP) or 504. All services are provided virtually. If you are not sure if Provo eSchool has a copy of your student's IEP or 504, please contact us so we can obtain these documents.

If a student believes that he/she needs to be assessed for special education accommodations, if parents believe their child should be tested, or if students or parents have specific questions about accommodations relevant to a certain student, please contact Provo eSchool.

Please refer to the *eSchool Special Education Procedures* document for more information.

STUDENT CONDUCT

All communications, electronic and in person, between Provo eSchool staff, students, teachers, mentors, and parents must be done in a respectful and professional manner. Profanities, demeaning or derogatory remarks, and other inappropriate conduct is not acceptable. Engaging in this behavior may result in a student being placed on Academic Probation, and if behavior persists, possible termination from eSchool.

SUMMER SCHOOL

Kindergarten through eight grade students may extend into June to complete current credits. Should students wish to continue enrollment in July they will be subject to fees and must understand that their teacher will not be available during that month.

Ninth through twelfth grade students will be able to take credit recovery courses throughout the summer term. Original credit classes will also be offered in Summer School for students in grades 7-12. These courses *may not* be extended into the following fall semester. Fees do apply for both course options, and are outlined in the FEES section of this Handbook.

2016 Summer School Dates: May 31, 2016- July 29, 2016

TEN DAY DROP

Per state law, if a student fails to attend school for ten consecutive days, the student is automatically dropped from enrollment. Beginning in the 2014-2015 school year, eSchool students who fail to log into their courses for ten consecutive days will be dropped from enrollment.

TRANSFER STUDENTS

Transfer students who did not earn credit in the previous term, may earn a semester of credit by working ahead, avoiding the penalties of credit recovery fees. If a student enrolls in eSchool after having passed the first term of a course, they may earn the remaining credit through Edgenuity classes only by completing the last 50% of the course.

If a student transfers out of eSchool, credit will be issued for any term of credit earned while the student was enrolled in eSchool. Partial terms of credit will not be issued.

TRUANCY

Because Provo eSchool does not require students to physically attend a classroom, attendance is tracked based on course progress.

For students enrolled in yearlong courses (typically elementary students), a student is expected to complete 2.5% of each course on a weekly basis. Failure to meet this standard may result in the following citations:

Citation 1: "Notification of Attendance" communications are warnings to alert families of attendance concerns and/or providing an opportunity to resolve issues with the school administration. This may include an alternate plan of completion that modifies the 2.5% weekly requirement.

Citation 2: Students may receive a Citation 2 if for the second time in a row they are not current on their progress, or if they made no communication with the school after receiving a Citation 1. Upon receipt of a Citation 2, the student is required to come to a school level meeting with parents to address attendance issues.

Citation 3: Third citations are given to students who have already received a second citation and are more than 10% behind in any of his/her classes. Third citations will also be issued if a student and parent/guardian fail to attend the truancy meeting assigned by a second citation notice. Students living in Provo will be referred to Provo School District's Attendance Court (PAC). Students living outside of Provo will be given a written notice notifying them they will be dropped if they do

not log into their classes and complete 10% in each class (two weeks of work) in the succeeding 10 days. If they are dropped, they will not be allowed to re-enroll in Provo eSchool.

When Attendance Communication are Issued

10% behind in curriculum progression	Citation 1
20% behind in curriculum progression	Citation 2
30% behind in curriculum progression	Citation 3

For students enrolled in semester length courses (typically secondary students), a student is expected to complete 5% of each course on a weekly basis. Failure to meet this standard may result in the following citations:

Citation 1: “Notification of Attendance” communications are warnings to alert families of attendance concerns and/or providing an opportunity to resolve issues with the school administration. This may include an alternate plan of completion that modifies the 5% weekly requirement.

Citation 2: Students may receive a Citation 2 if for the second time in a row they are not current on their progress, or if they made no communication with the school after receiving a Citation 1. Upon receipt of a Citation 2, the student is required to come to a school level meeting with parents to address attendance issues.

Citation 3: Third citations are given to students who have already received a second citation and are more than 10% behind in any of his/her classes. Third citations will also be issued if a student and parent/guardian fail to attend the truancy meeting assigned by a second citation notice. Students living in Provo will be referred to Provo School District’s Attendance Court (PAC). Students living outside of Provo will be given a written notice notifying them they will be dropped if they do not log into their classes and complete 10% in each class (two weeks of work) in the succeeding 10 days. If they are dropped, they will not be allowed to re-enroll in Provo eSchool.

When Attendance Communication are Issued

Date of Evaluation	On Pace Mark	Percent behind ‘on pace’ mark	Less than _ % complete
End of September	25%	10%	15%
End of October	45%	10%	35%
End of November	65%	10%	55%
End of February	25%	10%	15%
End of March	45%	10%	35%
End of April	65%	10%	55%

WITHDRAWAL

Students have 10 school days to drop a course once they have been enrolled (three days

during summer school). If a course is dropped beyond this date it will be reflected in the student's transcript and GPA. This includes students who have not completed any assignments. A 0.00% is an F. Students who transfer out of eSchool must return all materials (if necessary) before they receive withdrawal grades.

A student or parent **MUST** contact eSchool staff to withdraw from eSchool. Informing a teacher is not sufficient. Students are not withdrawn until they have completed, signed and submitted the eSchool Withdrawal Report.

If you believe you have extenuating circumstances please contact eSchool to fill out an appeal for withdrawal. Appeals are considered by the eSchool Board on a case-by-case basis. Filing out an appeal *does not* guarantee that the course will be dropped without penalty. A \$15 withdraw fee (per course dropped) will apply to any late withdraws that are granted.

WORKING AHEAD

Students may finish a course and take the final at any time before the specified end date. State credit limits do apply. However, if an elementary student finishes his/her curriculum by February 1st of that year, he/she may request the next level of curriculum be ordered. If a student goes beyond one year ahead or beyond the 8 credits, a \$100 fee per course will apply.

If an elementary school student begins advanced coursework after completing their grade level coursework, but does not complete the advanced work before the end of the school year, they will pick up where they left off the following fall.

OUT OF DISTRICT STUDENTS

Students in grades 9-12 outside of Provo School District wishing to remain in their boundary public school and take only a few classes online are eligible to enroll in 3.0 online credits in the 2013-2014 school year. This credit limit will increase 1.0 credit each year until students will be able to take up to 6.0 credits online without losing residency at their campus school. Students in grades K-8 outside of Provo School District may not dual-enroll in eSchool.