Provo eSchool: K-8
Provo Online: 9-12

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Parent/Student Handbook
2021-2022

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Provo eSchool/Provo Online is designed to be different. Through the K12 and Provo Online programs, students in grades K-12 can experience a rigorous education with the flexibility to work at one's own pace. The programs allow for individual student needs and interests.

Academic Honesty

Provo eSchool/Provo Online does not tolerate plagiarism or cheating of any kind. **Parents/guardians have the responsibility to explain to their student(s) what plagiarism and cheating is.** Any student attempting to plagiarize or cheat will receive notification from their teacher and/or the eSchool/Provo Online Principal in the form of an email and/or phone call. The student will be allowed to resubmit the assignment for up to 80% credit. If a student is involved in a second offense, the same communication will be made from eSchool/Provo Online and the assignment in question will be given a Zero grade. Upon a third offense, the student will be suspended from eSchool/Provo Online and referred to the district disciplinary screening committee for a disciplinary screening meeting. The committee will determine the disciplinary action- suspension, alternate placement, etc.

Academic Standing

All eSchool/Provo Online students are expected to complete their courses with a minimum GPA of 2.0. If a student fails to reach this standard, they may be asked to return to their home school for in-person learning. Students who wish to remain enrolled in eSchool/Provo Online despite our recommendations may return to eSchool/Provo Online on Academic Probation.

Students and parents/guardians must sign an eSchool/Provo Online Academic Probation Appeal form and follow the conditions outlined therein. The conditions for K-8 students are as follows:

- Students must complete at least 2.5% of each course every week to be on schedule for completion and maintain the 2.0 GPA as required for K-5 eSchool students; and
- Students will respond to progress emails and check in with their teacher at least weekly

The conditions for secondary students, grade 6-12 are as follows:

- Students will log in to each online course they are enrolled in, 5 days a week;
- Students will complete at least 5% of each online course each week in order to complete the course by semester's end; and
- Students will log in to meet with their online teachers at least weekly during open office hours and respond to emails/calls from their instructors.

While a student is on academic probation, they must earn at least a 2.o GPA and follow the above-referenced conditions for at least one complete semester while in eSchool/Provo Online. If a student meets the conditions as described, they will be returned to good academic standing in eSchool/Provo Online. However, if a student fails to meet the conditions set forth above, they will not be eligible for

eSchool/Online classes in the future. A student who has been asked to leave eSchool/Provo Online due to violation of academic probation may be eligible to return if they complete at least one semester at another school and have maintained at least a 2.0 GPA during that time.

Academic Support and Tutoring

K-8 eSchool teachers are available by appointment for virtual tutoring. They also have virtual open office hours for students to login for help with assignments. Students in grades 9-12, enrolled in BYU IS courses directly through BYU have the option to receive free tutoring help through BYU IS on the BYU campus. Otherwise, Provo Online 9-12 students have the option to email their high school teachers and attend virtual open office hours for extra help with their assigned work.

Accreditation

Provo eSchool and Provo Online are currently going through the accreditation process through Cognia and should be completed by November, 2021. The eSchool and Provo Online courses are currently accredited through AdvancEd and receive full credit just as courses from the home school do.

Advanced Placement (AP) Testing

Provo Online students who wish to participate in nationwide AP exams may register directly with an in-person school in their area or through the Provo City School District. Registration and fees must be submitted before the end of February to test in the current school year. Tests are administered during the first two weeks of May. AP exam scores do not affect students' grades in AP courses, but may earn them college/university credit. Please contact Provo eSchool/Provo Online for further information.

Alternate Materials Option

Should a student or their parents/guardians find any materials outlined in a course to be inappropriate or objectionable for any reason, contact the teacher of the course to discuss options for more suitable alternatives to meet the objectives of the lesson in question. Please contact the eSchool/Provo Online office as well to discuss the concerns.

Attendance & Participation

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

- All K-5 students using the K12 program are required to complete 80% of each course they are enrolled in by the end of the school year in order to be prepared for the next grade level. This requires a student to complete at least 2.5% of each course, each week.

- Students in grades 6-8 taking K12 courses and students in grades 9-12 taking Provo Online courses are required to complete 100% of each course they are enrolled in. This equates to them completing at least 5% of each course they are enrolled in, each week. The 5% is

required as Provo Online courses are broken into semesters instead of lasting the whole year. This workload is the same as the K12 program, but is broken down differently.

Provo eSchool and Provo Online are programs that are individualized and which do allow flexibility. We understand that students will master concepts at different rates than others of their peers. For this reason, we track attendance by progress and participation instead of monitoring time spent in the program. This allows students to move through the curriculum at a quicker pace for concepts they understand and spend more time on more difficult-to-master concepts. *However, students in all online courses are expected to stay within two weeks of the course schedule in order to finish on time.* This means that students taking courses in the K12 program are at risk of not finishing their courses if they fall further behind than 5%. High school students taking BYU IS courses are in danger of not finishing their courses if they fall further than 10% behind. In both instances, a truancy citation could be given starting the 2022 school year.

Communication

Good communication helps our online classes run smoothly. If a situation arises that may affect your online enrollment (illness, family emergency, computer/internet problems, etc.) it is important that you let us know as soon as possible so that together we may determine the appropriate accommodations. It is difficult to accommodate your situation if you do not communicate with our staff from the beginning of an issue.
It is the responsibility for the student and/or parents/guardians to notify eSchool/Provo Online of any changes to contact information.

Completion Requirements

If a course is not dropped within 10 school days of enrollment, students are responsible to complete the course. All Provo Online courses must be completed 100% to receive a grade and credit- no exceptions. Students taking the K12 courses in grades K-15 must complete 80% of each course if they enroll at the beginning of the school year (August). K12 students in grades 6-8 must complete 100% of each course. If a K12 program student enrolls later, their percent complete goal will be determined by the student's teacher.

Course Schedules and Extension Appeals

Provo eSchool/Provo Online follows the semester schedule set by the Provo City School District Board of Education. Two terms are equivalent to one semester and course extensions may be given, if circumstances are warranted, on a case-by-case basis. Students may fill out an extension form to request more time due to extenuating circumstances. Appeals to extend courses are answered within two business day of receipt of the appeal. ***There will be no extensions granted "just because a student needs more time."*** Students are responsible to maintain progress in classes as set for in the handbook under **"Academic Standing"** on page 2 of the handbook.

Course Materials

Most materials for K-8 students taking K12 courses are provided with their enrollment. There is no charge to the students for these materials. The materials will be sent to the student's home directly from K12

after the enrollment process is complete. K12 will provide pre-paid postage to ship materials back their warehouse after students complete their coursework. It is very important that we have the correct mailing address on file because that is the address where materials will be shipped to. Materials cannot be shipped to foreign countries.

Some secondary materials are necessary for some Provo Online courses. For some, a textbook is required and Provo Online will check these textbooks out to students if the textbooks are not provided by the home school. Required textbooks are listed in the course description on the Provo Online course catalog. Textbooks must be returned upon completion of the course or when the end date for the course is reached. If a student does not return a textbook, they will be charged the full cost of the textbook.

It is the responsibility of the students, parents/guardians to inform eSchool/Provo Online about missing materials that are required to complete their classes. Missing materials is not an excuse for not completing coursework, especially if you do not inform eSchool/Provo Online about the missing materials.

Credit Recovery

Credit Recovery courses are available to students who have previously attempted a course and received a failing grade. They do not replace failed or incomplete grades on a transcript, they are recorded as Pass/Fail.

Curriculum Programs

Provo eSchool (K-8) and Provo Online (9-12) have separate programs. Provo eSchool uses the K12 program and Provo Online uses BYU IS as their basis for coursework. Below is a chart of information about both programs offered.

Provider	Grades Offered	Types of Courses	Medium	Course Length
K12	K-8	All: core classes plus elective classes	Materials/online	Year
BYU IS	9-12	All: core classes plus elective classes	Strictly online, some textbooks may be necessary	All courses will be term-length, two terms making a semester, and two semesters making a complete year

Dropped Classes/Appeals

High school students have 10 days after enrollment to drop a course with no penalty. After 10 days, **students**, (not their parents/guardians) must fill out an application of appeal to drop a class. Any application to drop a class will be evaluated on a case-by-case basis by the Provo Online administration.

Students who wait to drop a class in the second term of a semester will receive a failed grade for the first term. The Provo Online administration will have two days to respond to the appeal and the determination will be sent via email to the student's school email address.

Enrollment Deadlines

Provo eSchool is open for enrollment for new students throughout the year. If students enroll partway through a semester, they may be enrolled in fewer classes to ensure the student can complete the requirements of the courses by the end of the year. Provo Online students in grades 9-12 must enroll in classes no fewer than four weeks before the end of the semester.

Enrollment Process

Elementary: K-8 students wishing to enroll in Provo eSchool must complete the following documents:

- K12 online registration form
- K-8 Elective Form
- Provo School District online registration form (full-time students only)

Secondary: 9-12 students wishing to enroll with Provo Online must complete the following documents:

- Provo Online enrollment form (in-district dual enrollment students ***must*** obtain their counselor's signature for original credit classes taken during the regular school year)

Students residing outside of the Provo City School District wishing to enroll full-time with Provo eSchool must provide a birth certificate, immunization record, proof of Utah residency, and previous transcripts. Without this documentation, students will not be allowed to enroll in Provo eSchool.

Events & Field Trips

Field trips and other special events may occasionally be held for eSchool students throughout the year. These events are open to all enrolled students that the event apples to. Students are reminded that they represent Provo City School District and are to adhere to behavioral expectations of the district. Students' parents/guardians are responsible for transportation to and from special activities. A small fee may be required to attend certain events for the students and their parents/guardians. These fees may be paid online at myschoolfees.com. Each student must have a Student field Trip form on file with the eSchool office in order to attend.

Fees

TBD

Final Exams for Provo Online

All high school courses with final exams must be proctored. BYU IS courses taken directly through BYU must be proctored at the BYU Independent Study Office in the Harmon Building or by another BYU-

approved proctor. BYU IS courses with final exams taken through Provo Online must be proctored by a Provo Online-approved proctor, either at the student's home school or through Zoom with an online proctor from Provo Online. Calculators, notes, other help aides are not permitted unless approved by the student's teacher or which are approved through an IEP or 504 plan. All coursework must be completed before attempting the final exam.

Full-time Enrollment Guideline

Provo City School District students in grades K-8 may enroll full-time in Provo eSchool instead of their local brick and mortar school. Students in good standing at their home school may enroll in eSchool at any point during the school year. Good standing is considered by the student's behavior, attendance, and grades. Students not in good standing at their home school may only enroll in eSchool at the beginning of the school year or the beginning of second semester (mid-January). Exceptions to this rule will be evaluated on a case-by-case basis and approved by the Assistant Superintendent of Student Services.

Grade Level Guideline

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

Students must be 5 years old on or before September 1st to be enrolled in Kindergarten. Students must be 6 years old on or before September 1st to be enrolled in 1st grade.

If a student has only been homeschooled prior to enrollment in eSchool, the student is only placed in the grade which corresponds to their age, except where a parent/guardian requests placement testing and the student tests at the appropriate level to be placed in a grade ahead of the age-based placement. The parent/guardian must bring their student to the Provo City School District offices for such testing. A nominal fee may be charged for the testing.

For students in grades 1-8, parents wishing to place their student in a grade level lower than the one that corresponds to their age or the previous grade level attended, the parent or guardian must submit a letter to the eSchool Principal stating the specific reason for holding back their student. The letter must include a hand-written signature and include the students name, 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 a preponderance of evidence shows retention to be ineffective and even harmful as an academic intervention. Each case will be considered on a case-by-case basis. If retention is approved, the student will follow the graduation date trajectory of their new grade level assignment. The student may not change their grade level more than once.

In the case a parent/guardian desires to place their student in a grade level higher than the student's age-appropriate grade, or the grade previously attended, the parent/guardian must submit a letter containing a hand-written signature, along with the reasons for wanting their student to be placed in the advanced grade, the student's date of birth, and multiple academic data points as evidence for the advancement. If approved, the student will be placed in the grade higher for a trial period of 30 days. If the student proves to stay current with their work and pass all of their assignments/coursework, the student will remain in the advanced grade level placement. If these conditions are not met within the 30-day trial period, the

student will be placed back into their original grade level. Once a student is placed into a grade level based upon parent/guardian request, the student must remain in that grade level trajectory until graduation. If a parent/guardian wishes their student to be placed in more than one grade level higher than the current grade level placement, the parent/guardian must make this request to the Assistant Superintendent of Student Services.

For students in grades 9-12 who have begun high school, they may no longer be held back a grade level. Students in public school in Utah have four years to complete the courses required to earn their diploma. Students with certain disabilities as documented in an IEP may continue their high school education at East Bay Post High School after the traditional four years of education.

Grading in eSchool/Provo Online

Provo eSchool and Provo Online follow the same grading policies as the Provo City School District. As per Provo City School District policy, "D" grades are awarded as passing grades. Any course grade below 60% is now considered a failing grade and credit will not be awarded for that 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 that are graded immediately online, while others are graded by teachers assigned to the course by the curriculum provider. Different providers have different expectations for how quickly assignments are graded. If a student finds their assignments are not being graded in a timely manner, they should first contact the teacher assigned to their course. If the issue is not resolved, the student should contact the Principal of eSchool for intervention. If a student needs credit for a course by a certain date (e.g. to meet a graduation or scholarship deadline), keep in mind, the teachers are not required to grade assignments immediately. If a student does not allow time for grading, credit may not be issued by the time you need it. Planning ahead and ensuring work is done in order for it to be graded in time is the students' responsibility.

Teachers are given three business days to submit final grades once a course is finished. The final grades are recorded in Powerschool.

High School Diploma

Provo Online does not offer diplomas as students working in the Provo Online program are still connected to their home high school and their credits received through Provo Online go towards their diploma from the home school. All high school courses taken in Provo Online count as credit towards a high school diploma from Provo, Timpview, or Independence High Schools.

Maximum Course Load

Provo eSchool encourages students to design an educational plan that best suits their individual needs. Students may do a split enrollment- taking some classes on campus while also taking some courses online. There is no maximum number of courses a student must enroll in to take them with eSchool or Provo Online. However, there is maximum of how many courses a student may take in eSchool or Provo Online. This is outlined as follows:

- **Kindergarten** may register for up to 3 classes. Typically, these are Math, Language Arts, and an elective of their choice.
- **Grades 1-6** may register for four core classes and an elective. Core classes are typically Math, Language Arts, Science, and History. Electives to choose from are Art and Music for grades 1-2, and Art, Music, or Foreign Language for students in grades 3-6.
- **Grades 6-8** may enroll in K12 classes. They are eligible to take 6-7 credits each semester in order to complete the 12-credit minimum as outlined by the Utah State Office of Education (see Board Rule R277-700-5). In some circumstances, students in grades 7-8 may be eligible for high school courses, however, *high school credit will not be issued for any courses taken before the end of the 8th grade year.*
- **Grades 9-12** may not enroll in more than four (4) credits through Provo Online in the BYU IS program unless granted by the Assistant Superintendent of Student Services. If a student in Provo City School District wishes to take online classes in addition to a full course load at their boundary school, they must also have a current early-graduation plan on file.

NCAA Approved Classes

Provo Online courses **are not** currently NCAA-approved.

Out-of-Country Students

Student who leave the country for a short and defined amount of time may be able to enroll in eSchool/Provo Online courses if they maintain Utah residency while they are gone. All such cases must be approved by the eSchool/Provo Online Principal prior to enrolling in any courses while out of the country. Students **must** return to Utah before the end-of-year testing begins and complete that testing- **no exceptions**.

eSchool and Provo Online 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/Provo Online has that person's shipping address so materials can be sent directly to them. Failure to provide this address may result in delays of materials being received.

Out-of-District Students

Students in grades 9-12 who are not in the Provo City School District may not enroll in Provo Online courses. Students in grades K-8 that are not in the Provo City School District may enroll full-time, but are prohibited from dual enrolling.

Proctoring Exams

To maintain the integrity of eSchool/Provo Online, all final exams for students in grades 9-12 are proctored. eSchool arranges for these exams to be proctored when students finish course work and are ready for their finals. Proctoring can take place via Zoom meeting, and in some cases by coming to the

eSchool office. eSchool proctors these exams by providing instructions and passwords for each exam. Students taking Provo Online courses are proctored through the eSchool office with the eSchool Principal and/or Coordinator.

Required Parental/Guardian Support

When a parent or guardian enrolls their student(s) in eSchool/Provo Online, they are required to engage with their student(s) in the online programs as a facilitator and coach. Students are not to be left to their own to complete classes in eSchool/Provo Online, but parents/guardians are to actively engage with their student(s), preferably daily, minimally weekly, to help guide them and answer questions just like a teacher would in in-person school. If parents/guardians cannot commit to this requirement, their students should not be enrolled in eSchool/Provo Online. Students are to spend 4-6 hours per day in K12 and Provo Online courses if they are enrolled fulltime, requiring parents/guardians to actively engage with their students in order for them to be successful- especially in the lower grades. If you have questions about this requirement, please contact the eSchool/Provo Online office.

Required Testing

Provo eSchool is a public school and therefore is subject to the same educational requirements as regular schools. Students are expected to participate in all standardized testing required by the state of Utah. Provo eSchool and Provo Online require all students to participate in the following testing:

- Acadience (DIBELS) for grades K-3 in Fall, Winter, and Spring
- RISE State Testing for all students in grades 3-12, end of March to end of May. Students in grades 3-8 will be required to take the RISE tests that correlate with their grade level testing requirements outlined by the State of Utah
- iReady pre- and post-tests for full-time students in grades K-8 in Language Arts and Mathematics

Provo eSchool/Provo Online teachers and staff will administer these tests and students will take the age-appropriate grade level tests, unless other arrangements are made with the eSchool/Provo Online Principal. Students and parents/guardians will be notified each school year of when and how the testing will take place. **If a student or parent/guardian does not respond to calls or emails to set up required testing, or is not present (online or in-person) during their scheduled testing time, the student will be placed on "testing probation" which may result in non-voluntary withdrawal from eSchool or Provo Online, with the ability to re-enroll the following year.**

Residency Requirements

Any student in the State of Utah is eligible to enroll in eSchool/Provo Online, but they must be able to show proof of residency within the 90 days prior to enrollment. 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 not reside in Utah, enrollment will be denied.

Students planning to temporarily leave the state may still enroll in eSchool/Provo Online as long as residency is maintained and ensure they will return to Utah in time for end-of-year state testing. Exceptions to this rule may only be determined by the eSchool/Provo Online administration and must be submitted in writing to: eSchool@provo.edu. As defined by the Utah State Office of Education, a domicile, once established, is not lost until all of the following three elements are met:

- There is specific intent to abandon the domicile;
- The student physically inhabits a new domicile; and
- There is intent to permanently reside at the new domicile.

Special Education/504 Services

Provo eSchool and Provo Online partner with Provo City School District's Special Education department to evaluate and provide services for students with special needs. Many elements of eSchool and Provo Online provide a good fit for students with special needs, such as additional testing time and extended time for assignments, allowing students to work at a reasonable pace for their specific needs.

If a student is enrolled in eSchool/Provo Online, their home campus school will provide the student's special education services (IEP referrals, re-evaluations, etc.). Provo eSchool and Provo Online will make every effort to meet the accommodations listed in a student's IEP or 504 plan. Some services may be provided in-person, but many will be provided virtually. Upon enrollment, be sure you provide a copy of applicable IEPs or 504 plans, or inform the coordinator that such plans exist and we can obtain these records for the student.

If a student, their parent/guardian believes that assessment for an IEP or 504 is needed, the parent/guardian must contact eSchool/Provo Online to request the needed assessment. Once contacted, eSchool/Provo Online will work directly with the Special Education personnel at the student's home school to ensure the request is addressed in a timely manner.

Student Conduct

All communications between Provo eSchool/Provo Online staff, students, teachers, mentors, and parents/guardians must be done in a respectful and professional manner, whether online or in-person. Profanity, vulgar, or demeaning/derogatory remarks or other inappropriate conduct is not acceptable and will not be tolerated. This includes inappropriate conduct using the internet as explained in the signed Acceptable Use User Agreement. Consequence for this type of behavior can result in probation or dismissal from eSchool/Provo Online.

Summer School

Students in grades K-8 may extend into June for completion of their K12 courses. However, their teacher will not be available after end of school in May. Should students wish to continue their enrollment into July, they will be subject to a fee.

Students in grades 9-12 will be able to take credit recovery courses throughout the summer. Original credit courses will also be offered for students in grades 9-xx12. These course may not be extended into

Fall semester. Fees will apply to both course options, and are outlined in the FEES section of this handbook.

Ten Day Drop

Per state law, if a student fails to attend school for 10 consecutive days, the student may automatically be dropped from enrollment. Beginning in 2021/2022, students who do not login to their eSchool/Provo Online programs may be dropped after the 10th day of not logging in. Secondary students in grades 9-12 will be dropped on a per course basis. Students in grades K-8 will be dropped entirely from the K12 program if they do not login for 10 consecutive days. Exceptions can be made based upon student illness or family emergency, if documentation is provided for such events.

Transfer Students

Transfer students who did not earn credit in the previous term may earn a semester of credit by working ahead, allowing them to avoid the penalty 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 BYU IS by completing the last 50% of the course.

If a student transfers out of eSchool/Provo Online, credit will be issued for any term of credit earned while enrolled. Partial terms of credit will not be issued.

Truancy & Non-participation

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%

K12 Middle School semester courses

Date of Evaluation	On Pace Mark	Lessons behind 'on pace' mark	Less than __ lessons complete
End of September	25 lessons	10 lessons	15 lessons
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 (3 school days if enrolled in summer school). If a course is dropped beyond these timeframes, the drop will reflect on the student's transcript and GPA. This includes students who did not complete any assignments and a 0.00% equates to an "F". Students who transfer out of eSchool/Provo Online must return all materials (if applicable), including any textbooks checked out for use before they receive their withdrawal grades.

A student or parent **must** contact eSchool/Provo Online to withdraw. Informing a teacher is not sufficient and a student will not be withdrawn until they have completed, signed, and submitted the eSchool Withdrawal Form.

If you believe you have extenuating circumstances, please contact eSchool/Provo Online to complete an appeal for withdrawal. Appeals are considered by the eSchool/Provo Online administration on a case-by-case basis. Filling out an appeal ***does not guarantee*** the course will be dropped without penalty. A $15 withdrawal fee will be charged, per course, if an appeal is granted for dropped courses.

Students who withdraw from eSchool/Provo Online to be homeschooled must present a notarized homeschool affidavit at the time of withdrawal. Students whose local school district is not the Provo City School District must present the affidavit to their local school.

Working Ahead (Pacing)

Students may finish a course and take the final exam (if applicable) at any time before the specified end date. State credit limits do apply. However, if an elementary student finishes their curriculum by February 1 of the school year, they may request the curriculum for the next level to be ordered. If a student goes beyond one year of courses, or beyond 8 credits, a $100 fee per course will apply.

If an elementary school student begins advanced coursework after completing their grade level, but does not complete the advanced coursework before the end of the school year, they will pick up at the point they were at in the fall.