

D3 My Way Virtual School

Student Handbook

2022-2023



Table of Contents

Welcome to D3 My Way!	4
About	5
Mission Statement	5
Vision Statement	5
Goals for Students	5
D3 My Way Contact Information	6
Enrollment and Admission	7
Enrollment Process	7
Admission	7
Student Orientation	7
D3 My Way Learning Models	8
Overview	8
Enriched Virtual Model	8
Virtual Model	8
Part Time Students	9
Instructional Overview	10
Online Curriculum	10
Virtual Classes	10
Connection Days	10
Eligibility for D3 My Way	11
Eligibility Overview	11
Failure to Attend Instructional Sessions	11
AIM for Success Plans	12
Supporting Student Success	13
Mentor Teacher Responsibilities	13
Content Teacher Responsibilities	13
Teacher Availability	13
Laptop Check-out	13
Target Time	14
Parent Support	15
Parent Responsibilities	15
Parent Account	15

Parent-Teacher Conferences	15
Monitoring of Student Electronic Usage	15
Student Expectations	16
Daily Login Requirements	16
Virtual Class Attendance	17
Webcam Usage Expectations	17
Disciplinary Removal from Classroom	18
Communication	18
The Learning Center	18
Code of Conduct	18
Student Interactions	19
Electronic Usage	19
Cell Phone Usage	19
Closed Campus Policy	19
Monies Owed/Conditions	20
Plagiarism Policy	21
Behavior Policies	22
Bullying	22
Malicious Harassment	22
Drugs, Alcohol, and Tobacco	22
Weapons	23
Dress Code	23
Additional Student Support	25
Special Education Services	25
504 Plans	25
Academic Policies	26
Grading	26
Secondary Grading Policy	26
Elementary Grading Policy	26
Contested Grades	27
Activity Eligibility	27
Withdrawal	27
Schedule Changes	27
Testing and Assessment	27
Individual Career and Academic Plan (ICAP)	28

Graduation Requirements	28
Multi-tiered Student Support Systems (MTSS)	28
Student Records/Release of Information	29
Building Policies	31
Visitor Policy	31
Food & Beverages	31
Weather Related Office Closures	31

Welcome to D3 My Way Virtual School!

Hello D3 My Way Virtual School Community!

I am very excited to be trusted with the role of Principal of D3 My Way Virtual School starting with the 2022-2023 school year. For the past five years, I served as the D3 My Way Program Facilitator, Program Coordinator, and most recently Assistant Principal. I have seen first-hand the extraordinary things that D3 My Way students and staff are doing including project-based learning, engagement opportunities, experiential learning, and virtual collaboration. Moving forward, I am confident that we will continue these amazing opportunities in addition to increasing potential learning paths for our students.

D3 My Way Virtual School is a unique learning option for students grades K-12 in Widefield School District 3. Students at D3 My Way Virtual School experience quality virtual instruction, in-person engagement opportunities, a personalized learning path, and flexible schedules to allow students to pursue their passions outside of school. Our students also experience the unique ability to be part of a learning community that values diversity, connection, and personalization. I am committed to ensuring that D3 My Way Virtual School remains a viable learning option for students in Widefield School District 3 and continues to evolve to meet the ever-changing needs of our community.

D3 My Way Virtual School students are Pathfinders--they seek their own educational path and value independence while fostering the ability to work with others. Pathfinders also demonstrate strength and determination in the face of obstacles. Teachers support the unique educational paths of students by intentionally building trusting relationships, providing the best virtual and in-person instruction possible, partnering with parents, and creating unique engagement opportunities for students to connect with their peers and the community. I am proud to be leading the pack as the D3 My Way Virtual School Principal.

Go Pathfinders!



Caroline Johnson, Ed.S., LCSW
D3 My Way Virtual School Principal

About

Mission Statement

D3 My Way provides comprehensive and individualized instruction for 21st century learners within a safe and flexible blended learning environment using innovative learning platforms, personalized by highly-qualified teachers, to create an educational experience that prepares learners to positively engage in their communities.

Vision Statement

To provide students with a viable educational option that supports personalized learning, flexibility, social-emotional development, critical thinking, and 21st century skills that prepares students to actively engage in the world around them.

Goals for Students

D3 My Way students will AIM for Success by:

- Actively engaging in their education through: regular attendance, interacting with teachers, connecting with peers, and practicing professionalism in the educational setting.
- Becoming **I**ndependent learners by: following through with commitments, managing their time, and demonstrating consistency in their course work.
- Developing a **M**indset of growth through: problem solving, perseverance, seeking support when needed, communicating with others, demonstrating flexible thinking, and nurturing a sense of curiosity.

D3 My Way Contact Information

Address:	930 Leta Drive Colorado Springs, CO 80911
Main Office Hours:	Mondays: 8:00am-3:30pm Tuesdays: 8:00am-3:30pm Wednesday: 8:00am-3:30pm Thursday: 8:00am-3:30pm Friday: 8:00am-3:30pm
Main Office	Cindy Boothe (719) 391-3080 boothecindy@wsd3.org
Attendance	Jamie Ducworth (719) 391-3042 ducworthjamie@wsd3.org
Counseling Office/Registrar EA	Rene Hodges (179) 391-3070 hodgesrene@wsd3.org
Website	d3myway.wsd3.org

Administrative Team

Name	Position	Email	Phone
Caroline Johnson	Principal	johnsoncaroline@wsd3.org	(719) 391-3080
Rebecca Kiger	Dean of Students	kigerr@wsd3.org	(719) 391-3042

Counseling Office

Name	Position	Email	Phone
Dilan Cupp	K-12 Counselor	cuppdilan@wsd3.org	(719) 391-3070

Enrollment and Admission

Enrollment Process

Families interested in enrolling their students in D3 My Way Virtual School must complete an online application found on the D3 My Way website. Applications are reviewed by the D3 My Way Admin team. Families will be contacted if a student interview will be required as part of the application process or if additional information is required to complete an application. After the application process is complete, students are notified of their enrollment status, and a student orientation will be scheduled. Once D3 My Way reaches capacity, students still interested in D3 My Way will be placed on a waiting list and notified if a spot becomes available.

Admission

D3 My Way Virtual School accepts student applications for students grades K-12 during the open enrollment period. Students who apply outside of the open enrollment period will be admitted based on availability of space in the student's grade level. If there is not space available to enroll a student, the student will be put on a waiting list and notified once a spot becomes available.

Student Orientation

All new students are required to attend an orientation with a parent/guardian before they can start their D3 My Way classes. At orientation, families will learn D3 My Way expectations, important tips for success, and parents will be given access to their online parent portals. Students are also required to attend a student only orientation the first week of school where they will meet their teachers, learn how to login and navigate through the online learning platform, and explore ways to be successful in the virtual learning environment.

Important Dates	
Fall Semester Start Date	August 16, 2022
HS Fall Semester Add/Drop Date	September 2, 2022
Fall Semester End Date	December 21, 2022
Spring Semester Start Date	January 9, 2023
HS Spring Semester Add/Drop Date	January 27, 2023
Spring Semester End Date (Graduating Seniors)	May 12, 2023
Spring Semester End Date	May 25, 2023

D3 My Way Learning Models

Overview

D3 My Way Virtual School offers two learning models for students: the Enriched Virtual Model and the Virtual Model. Upon enrollment, parents must select which learning model they wish their student to participate in for the current school year. Parents can choose to change their child's learning model at the semester if space is available in the alternative learning model.

Enriched Virtual Model

Students participating in the Enriched Virtual Model complete the majority of their academic coursework and learning activities in an online setting and attend in-building Connection Days at the D3 My Way Learning Center. Students are required to attend one to two in-building days per week depending on the student's grade level. In-building Connection Days allow students to interact with their teachers, collaborate with peers, and participate in a variety of enrichment activities such as the following:

- Field trips
- Science, Technology, Engineering, Art, and Math activities
- Experiential learning
- Reading and writing support
- Activities for electives such as physical education, art, music, etc
- Teacher workshops (instructional activities designed to enhance virtual learning)
- Science labs
- Yearbook

Students in the Enriched Virtual Model also complete daily module work in D3 My Way's online learning system. Module work is assigned and supported by teachers. In addition to module work and in-building Connection Days, students are required to attend live classes with their teachers throughout the week. D3 My Way Virtual School offers asynchronous online learning meaning that students are only required to log into live classes with their teachers at designated times throughout the school week. Students are not required to be logged into live classes for the entire school day.

Virtual Model

Students participating in the Virtual Model complete all of their academic coursework and learning activities in an online setting. Students complete daily module work in D3 My Way's online learning system. Module work is assigned and supported by teachers. In addition to module work, students are required to attend live classes with their teachers throughout the week. D3 My Way Virtual School offers asynchronous online learning meaning that students are only required to log into live classes with their teachers at designated times throughout the school

week. Students are not required to be logged into live classes for the entire school day. Teachers are available for additional support for students in the Virtual Model via online conferencing

Part Time Students

High school students enrolled at MRHS, WHS, or DHS interested in enrolling as a part time student at D3 My Way Virtual School must contact their school counselor. Part time students may take one or two courses each academic semester. Part time students complete courses via an independent study model. While these courses are supported by a D3 My Way teacher, part time students do not participate in virtual or in-building D3 My Way classes.

Instructional Overview

Online Curriculum

D3 My Way curriculum for grades K-12 is purchased through Accelerate Education. Accelerate courses are aligned with Colorado Standards and are designed to meet the needs of a variety of learning styles. D3 My Way teachers personalize courses to meet the needs of students and to align with the Widefield School District 3 curriculum calendar.

According to Accelerate, “Accelerate’s curriculum is designed with the intent to challenge students academically through rigorous content, while also inspiring students to be active participants in the learning process. This is achieved by engaging students in a variety of activities and assessments (including authentic assessments) appropriate to the field of study, such as labs, journals, written assignments, discussion activities, group and individual projects, formative assessments, objective tests, and written exams. Students are required to apply skills in increasingly complex ways as they progress through Accelerate courses” (Boyd, Chandra. *Accelerate Education: Proposal for Widefield School District*, Accelerate Education, 2020).

Virtual Classes

All D3 My Way students (Enriched Virtual Model and Virtual Model) are required to log into live classes with their teachers throughout each academic week. Schedules vary depending on grade level (elementary, middle, and high school). D3 My Way virtual classes are at designated times. When students are not attending live classes or in-building Connection Days, students should be completing teacher assigned module work. The D3 My Way office should be notified by a parent or guardian if a student misses a virtual class.

Connection Days

In-building Connection Days enable students to develop positive learning relationships with teachers, receive individualized help, attend specialized workshops, and interact with other students. Attendance is taken at Connection Days. The front office should be notified by a parent or guardian if a student misses a scheduled Connection Day. Connection days are designed to enhance online instruction and module work.

Eligibility for D3 My Way

Eligibility Overview

Students are accepted into D3 My Way Virtual School on a yearly basis. D3 My Way Virtual School is a choice offered by Widefield School District 3, but it may not be the appropriate educational environment for all students. In order to continue to be eligible for D3 My Way Virtual School, students must demonstrate active engagement in their learning by successful completion of courses, regular attendance at virtual and/or in-building instructional sessions, and by adhering to all D3 My Way Virtual School academic and behavioral expectations. Students who are not meeting D3 My Way eligibility requirements will be given the opportunity to demonstrate improvement throughout the school year, and supports will be put in place to help students develop the skills needed to be successful in a virtual learning environment. If the student continues to not make adequate progress after providing the opportunity to improve with supports, the student may be required to return to the traditional learning environment the following semester.

Failure to Attend Instructional Sessions

D3 My Way Virtual School students are full time students that are scheduled for at least 360 hours of instructional time per semester. D3 My Way students are required to meet all state requirements for public school attendance including completion of all asynchronous activities and content in their courses each week, and all work must be completed by the end of each semester. Students should ensure they are following the teacher assigned due dates for all asynchronous coursework.

There are 163 required student contact days for the school year not including parent teacher conferences and staff professional development days. It is expected that all students attend the required number of days for the year. D3 My Way students with 4 unexcused absences per month in any class or 10 unexcused absences a year are considered “habitually truant” under Colorado State Statute. The parents of habitually truant students will be contacted by the school via phone, email and/or mail to schedule a mandatory meeting. If the parent of a student is unwilling to respond or participate in the creation of a plan to remediate the attendance issue, D3 My Way Virtual School will initiate Widefield School District 3 truancy procedures. Students who are habitually truant may become ineligible for D3 My Way Virtual School the following academic semester.

It is vital that all D3 My Way Virtual School students engage in their learning experience and attend regularly. All absences are documented by the D3 My Way Virtual School office staff. D3 My Way students demonstrate attendance in a variety of avenues. Attendance for D3 My Way students can include but are not limited to the following educational activities: synchronous

activities such as virtual sessions with teachers, in-person sessions with teachers, collaboration with peers, and field trips connected to courses; asynchronous activities such as time spent on completion of teacher directed coursework in the Accelerate Education learning management system; discussion thread participation; and contacting teachers by email, the Accelerate messaging system, virtual conferences, or phone.

D3 My Way Virtual School students receive instructional minutes each school day similar to the instructional time received by students in traditional brick-and-mortar schools in Widefield School District 3. All D3 My Way Virtual School students are required to engage in their learning an hour per class per school day.

In addition to attendance for virtual sessions, attendance is taken for in-building Connection Days. Students who do not consistently attend Connection Days may not be eligible for the Enriched Virtual Model the following semester. Parents should notify the attendance office if a student is going to be absent from an in-building Connection Day.

AIM for Success Plans

D3 My Way students must make adequate academic progress and actively engage in the online learning experience in order to be eligible for the D3 My Way Virtual School the following academic semester. Students who are not meeting D3 My Way requirements will be put on an AIM for Success Plan in order to support the student in the D3 My Way learning environment. Interventions to support students may include: in-building or virtual tutoring, regular check-ins with the school counselor, and/or parent meetings. D3 My Way wants to help every student be successful. D3 My Way staff will actively work with students and parents to provide each student the opportunity to demonstrate improvement and growth.

Supporting Student Success

Mentor Teacher Responsibilities

Every student will be assigned a mentor teacher. The mentor teacher will provide guidance to students throughout their D3 My Way experience. The mentor teacher will work to monitor student progress in all classes and support students in meeting D3 My Way expectations. The mentor teacher will coordinate with parents, facilitate parent teacher conferences, and collaborate with the D3 My Way school counselor on student academic progress.

Content Teacher Responsibilities

Every D3 My Way course is supervised and managed by a highly qualified, licensed Widefield School District 3 teacher. In addition to overseeing the online curriculum, D3 My Way content teachers provide expert guidance to students through the following: virtual class sessions, help with understanding difficult concepts, specialized in-person workshops, guidance on proper pacing, and provide feedback to students on academic performance on a regular basis. Teachers are also responsible for the timely grading of short answers, extended responses, essays, and projects in the online learning platform.

Teacher Availability

Students are encouraged to seek support from teachers as needed. In addition to Connection Days, teachers are available to students and parents for individual communication via Accelerate messaging, phone, email, videoconferencing, and in person by appointment. While students and parents may contact teachers at any time, **teachers are not required to respond outside of normal school hours of M-F 7:30am-3:30pm**. Teachers will do their best to respond to student and parent communication within one school day.

Laptop Check-out

D3 My Way provides electronic devices able to support enrolled classes for all students. District devices are to be used for school purposes only via the WSD3 appropriate electronic use policy. D3 My Way reserves the right to require students who have checked out an electronic device to return it to D3 My Way before the end of the school year if the student is not consistently logging into their online courses or is misusing the device. Students who fail to return devices or return damaged devices will be charged to replace the laptop or cover the cost of necessary repairs. WSD3 reserves the right to monitor student activity on any WSD3 device or online school account. D3 My Way can also provide families with an internet hotspot if needed.

Target Time

Fridays are designated for “Target Time.” Target time is individual or small group scheduled intervention or extension activities designed to provide additional support for students and/or to enhance the student learning experience. Teachers will schedule Target Time sessions with students. Target Time sessions can be virtual or in-person. Students who are scheduled to attend Target Time should follow through to ensure that they are receiving the additional support offered by teachers.

Parent Support

Parent Responsibilities

Parents or “Learning Coaches” play an important role in student success at D3 My Way Virtual School. As most coursework is completed at home, parents should ensure that students are meeting the minimum daily login requirements and that students are pacing themselves appropriately for academic courses to be completed in a timely manner. Parents should check student progress via their parent account a minimum of once per week. In addition, parents should regularly check their email as this is the primary source of communication for D3 My Way Virtual School.

Parent Account

Each D3 My Way parent will be assigned an online parent account in Accelerate. The username for the parent account is the email address provided in Infinite Campus. The parent account allows parents to check student progress in each class in addition to viewing assignments students need to complete. Parents should check student progress at least once per week in order to guide students to appropriately pace their online coursework. If a parent experiences difficulty logging into their parent account, they should contact the D3 My Way office immediately to resolve the issue.

Parent-Teacher Conferences

Formal Parent-Teacher Conferences are held once a semester. While conferences are not mandatory, parents are highly encouraged to use conferences as a time to meet with their student’s teacher(s) to discuss student progress. Conferences are also an opportunity for parents and advisory teachers to problem solve barriers to student success if students are not meeting program requirements.

Monitoring of Student Electronic Usage

D3 My Way parents are strongly encouraged to provide adequate supervision of their student’s online activity. Student computers should be used in "public" areas of the home. Students must be connected to the Internet to have access to their D3 My Way courses. On occasion, students may be required to conduct online searches or research. Parents should carefully and frequently monitor their student’s Internet usage to prevent inappropriate online behavior per WSD3 code JS.

Student Expectations

Daily Login Requirements

Full-time D3 My Way students are expected to attend and participate in their online courses each school day. See below to determine your student's daily expected time per class:

High School	
Course	Expectation of Time Spent per School Day
English	60
Math	60
Science	60
Social Studies	60
Elective 1	60
Elective 2	60
Elective 3	60
TOTAL:	420 minutes

Middle School	
Course	Expectation of Time Spent per School Day
English	60
Math	60
Science	60

Social Studies	60
Elective 1	60
Elective 2	60
TOTAL:	360 minutes

Elementary	
Course	Expectation of Time Spent per School Day
ELA	120
Math	90
Science	60
Social Studies	60
Elective/Enrichment	60
TOTAL:	390 minutes

Virtual Class Attendance

All students are required to attend virtual classes each week. Attendance at virtual classes is mandatory, and attendance will be taken. Students who log into virtual classes 5 minutes after the scheduled start time will be marked as “Tardy.” Students who log out of virtual sessions early or who do not demonstrate engagement in the virtual session (via webcam, responding in virtual chat, and participation in virtual activities) will be marked “absent.” Students who are disruptive during virtual classes will be removed from the virtual learning environment. If a student is absent as a result of technology difficulties, they should document the technology issues via a screenshot or photo and immediately contact the D3 My Way attendance secretary at 719-391-3042.

Webcam Usage Expectations

Active engagement in the learning process is a requirement of all students enrolled at D3 My Way Virtual School. Interaction via webcam during virtual classes increases student engagement,

enhances the learning experience of students, and helps establish the classroom culture in a virtual setting. Usage of webcams also enables teachers to provide feedback in realtime to students. All D3 My Way students are required to have their webcams on and actively participate during virtual classes. Students who do not have their webcam on during virtual classes will receive an unexcused absence. Families with concerns about their student using the webcam during virtual classes should request a meeting with a member of the D3 My Way admin team to discuss the personalized learning needs of their student.

Disciplinary Removal from Classroom

D3 My Way students are expected to abide by all WSD3 behavioral policies adopted by the Board of Education while engaging in their learning experience including virtual class sessions, in-building Connection Days, communication with staff and students, and all other academic activities. Students who violate the student code of conduct may be removed from the classroom environment (virtual or in-person) and subject to disciplinary action. A teacher is authorized to immediately remove a student from the virtual or in-person classroom if the student's behavior: 1) violates the code of conduct adopted by the Board; 2) is dangerous, unruly, or disruptive; or 3) seriously interferes with the ability of the teacher to teach the class or other student's ability to learn.

Communication

D3 My Way uses a variety of tools to facilitate communication between instructors, students, and parents. The communication system that is part of the D3 My Way's online learning platform will be the primary means of communication. Instructors, students, and parents may also communicate via email, telephone, text messaging, videoconferencing, and face-to-face. All communications must be professional in form and content. All communications within the course management system, by email, alternate Internet mediums, or otherwise in writing will become a part of the student's records and may be accessed by school and district personnel. School computers may only be used for educational purposes.

The Learning Center

The D3 My Way Learning Center offers a flexible learning environment for students. Students are welcome to choose where to sit during Connection Days and tutoring sessions. Teachers reserve the right to assign seating if a student is not using flexible seating appropriately or if a specific seating format is needed for instruction. Parents are not allowed to sit in classrooms with students, but are welcome to wait in designated areas at the front of the Learning Center.

Code of Conduct

All students enrolled in Widefield School District 3 are subject to discipline policies and procedures as detailed in the district's board policies. All students taking courses in any District 3 school are bound by the Student Conduct and Discipline Code. For D3 My Way students, the phrases "in school buildings," "on school grounds," and "during a school sponsored activity" shall include any D3 My Way sponsored virtual space, event, instructional or resource site, or

communication with any district personnel or student.

D3 My Way is committed to safeguarding the rights of all students to work and learn in an environment free of discrimination or harassment. Inappropriate online communications, or inappropriate use of online tools, online bullying, harassment, or creating content or messages under the guise of another person is subject to disciplinary procedures, including expulsion. Students are encouraged to report any inappropriate online activity. Misbehavior in other schools and/or programs in which a student may be participating concurrently with his or her participation in the D3 My Way program, including academic failure, failure to attend, or failure to participate, may result in disciplinary action at D3 My Way.

Student Interactions

The primary interactions at D3 My Way will be between individual students and staff. However, students may interact with one another during Connection Days, at the Learning Center, during workshops, and in the virtual learning environment. D3 My Way programs, platforms and/or software are not to be used as social media sites. All student to student interactions must be school appropriate. Students should report any inappropriate content or communications to D3 My Way staff immediately. Any student who feels that he or she is being harassed or bullied online or otherwise at D3 My Way should immediately report that activity to D3 My Way staff.

Electronic Usage

Students are expected to utilize all school provided electronics for educational purposes only. Students should only use their school issued electronic device while attending in-building Connection Days. Students who choose to use electronics while at the Learning Center for non-academic purposes will be required to sit near a teacher while at the Learning Center in order for their internet usage to be monitored.

Cell Phone Usage

D3 My Way students are allowed to carry a personal cell phone while at the D3 My Way Learning Center. Cell phone usage should not interfere with a student's academic progress. D3 My Way staff may require a student to check-in their cell phone at the front desk while the student is at the Learning Center if the cell phone is interfering with the student's academic progress or the educational experience of others and during any state testing. Students must adhere to each individual teacher's cell phone policy while participating in each teacher's classroom.

Closed Campus Policy

D3 My Way Virtual School has a closed campus policy. Once students are on campus at the D3 My Way Learning Center, they are expected to remain on campus for the duration of their scheduled academic activity.

Monies Owed/Conditions

Any fees owed to the school for items such as library materials, lost or damaged books, and/or lost or damaged electronic devices including hotspots must be paid before the end of the school year.

Plagiarism Policy

Students enrolled in D3 My Way Virtual School are held to high academic and ethical standards as students are trusted to complete the majority of their work in an environment of their choosing. All work submitted by students must be their own work and not copied from unauthorized sources. Proper citations must be used to give credit to sources of information used in academic work that are not the student's original thoughts or ideas. If a teacher suspects that a student may be submitting work that is not their own, the teacher may request the student to take tests at the D3 My Way Learning Center to verify the student's understanding of academic concepts.

You MUST CITE the source of information when you use

- words copied from another source
- ideas from another person, even when you express them in your own words
- specific information that is not common knowledge
- charts, graphs, pictures, or maps from other sources

You DO NOT CITE the source of information when you use

- an idea, fact, or opinion that is yours.
- information that is common knowledge (facts or ideas easily found in general reference sources).
- common sayings or phrases.

The following consequences will occur if a D3 My Way student plagiarizes or cheats on their work:

1st Offense: The student will receive a "0" on the entire assignment the student plagiarized or cheated on including any multiple choice. Parents will be contacted by the teacher in which the plagiarism/cheating occurred.

2nd Offense: The student will receive a "0" on the entire assignment the student plagiarized or cheated on including any multiple choice. Parents will be contacted by the program facilitator, and an in-person meeting may be requested.

3rd Offense: The student will receive a "0" on the entire assignment the student plagiarized or cheated on including any multiple choice. With the third offense, the student becomes ineligible for D3 My Way the next semester.

Behavior Policies

Bullying

Bullying is any written or verbal expression, or physical or electronic act or gesture, or a pattern thereof, that is intended to coerce, intimidate, or cause any physical, mental or emotional harm to any student. D3 My Way's response to instances of bullying will include administrative action and consequences may vary depending on the circumstances and severity of the offense.

Malicious Harassment

Harassment is behavior that communicates unwelcome verbal or physical gestures/actions that is demeaning or abusive. D3 My Way's response to students who violate the harassment policy include administrative action and appropriate consequences depending on the circumstances and severity of the offense.

Drugs, Alcohol, and Tobacco

Alcohol Related

Students are prohibited from using, possessing or distributing alcohol or tobacco products on school property or in connection with any school activity. Violation of this policy will result in disciplinary action and the potential to be disenrolled from D3 My Way.

Tobacco Related

Widefield School District 3 policy and Colorado State law prohibits all tobacco use on school property, including electronic devices. Violation of this policy will result in administrative consequences depending on the circumstances and severity of the offense.

Drug Related

The Board of Education has determined that the use of illegal drugs by students in the Widefield School District 3 is a significant threat to the health, safety and welfare of students and the school community, and that the incidence of drug use is increasing. In accordance with WSD3 policy, a student in possession of any amount of an illegal substance as defined by the Uniform Controlled Substances Act of 1992 as set forth in Colorado Revised Statutes, Section 18-18-101 et. Seq., will be recommended for expulsion. Students may have an opportunity to avoid expulsion by completing and adhering to a drug contract with specific and stringent guidelines. The opportunity outlined in this regulation will not apply to serious drug offenses, defined as manufacturing, distribution, and/or felony possession of a controlled substance on school premises or at a school sponsored activity. Any serious drug offense will be grounds for possible expulsion without the possibility of a contract in lieu of expulsion as provided in this regulation. The intent of this regulation is fourfold: (1) to provide for the health and safety of all students; (2) to undermine the effects of peer pressure by providing a legitimate reason for students to refuse to use illegal drugs; (3) to curtail drug use by providing incentives for students who use

drugs to participate in drug treatment and testing programs; and (4) to provide alternatives to expulsion. Violation of the drug policy will result in disciplinary actions correlating with the severity of offense, possible notification of law enforcement, possible drug contract, and possible recommendation for expulsion.

Weapons

Carrying, bringing, using, or possessing any dangerous weapon in any school building, on school grounds, in any school vehicle, or at any school-sponsored activity is prohibited. Violation of WSD3 weapon policy will result in disciplinary action, notification of law enforcement, and/or recommendation for expulsion.

Dress Code

D3 My Way students attending Connection Days or tutoring sessions at the Learning Center are expected to dress appropriately in accordance with WSD3 district student dress code policy. District policy states, "Student dress and grooming shall conform to reasonable standards of neatness, cleanliness, and modesty." Student dress should not interfere with their or other's learning experience. D3 My Way staff reserve the right to address student attire and administer appropriate consequences.

Specifically, the following clothing/accessories will not be permitted:

- Headwear worn inside the building (including hoodies, hats, bandanas, nets, caps).
- Sunglasses/dark glasses worn inside the building (even on top of or behind your head).
- Garments that expose the torso including, but not limited to, muscle shirts, strapless clothing, single shoulder tops, "spaghetti" straps, exposed midriffs (shirts must overlap the pants) or see-through clothing.
- Straps/sleeves should be at least 2 fingers in width..
- Any inappropriately sheer, tight or low cut clothing.
- Skirts or shorts shorter than fingertip length.
- Clothing that may be construed as profane, sexually explicit, indecent, lewd, or revealing.
- Clothing or accessories that feature, advertise or promote weapons, drug or alcohol use.
- Clothing, accessories, logos, symbols, or gestures, which suggest gang affiliation.
- Billfold chains or any chains draped from clothing.
- Clothing or accessories containing "spikes."
- Excessive marking on the face or face paint.
- Pajamas and/or slippers. "Pajamas" are defined as any clothes that look like pajamas. "Slippers" do not have hard soles.
- Sagging – There can be no gap between your shirt and pants. We do not want to see any part of whatever you are wearing under your pants. You must be able to walk without holding your pants up.
- **Any clothing deemed by the administration to be disruptive to learning**

“Computers can do all the left hemisphere processing better and faster than the human brain. So what’s left for the human brain is global thinking, creative thinking, intuitive-problem solving, and seeing the whole picture. All of that cannot be done by the computer.”

~Betty Edwards

Additional Student Support

Special Education Services

When a student with disabilities applies to enroll at D3 My Way, the student's current special education team will hold a meeting to determine if D3 My Way is an appropriate academic placement for the student. Once a student with an Individualized Education Program (IEP) is enrolled at D3 My Way Virtual School, special education services will continue to be provided in-person by the student's neighborhood school special education team. The student's special education team will work with D3 My Way staff to monitor progress towards goals. D3 My Way teachers will work with students to ensure that accommodations are being met, and that students are utilizing the accessibility features in Accelerate as needed to ensure students are accessing academic curriculum.

504 Plans

Students who apply to D3 My way with a current 504 plan may be required to provide a copy of their current 504 plan. D3 My Way accepts students with 504 Plans if accommodations can be met in the D3 My Way virtual learning environment. The D3 My Way counselor may work with families to modify a student's 504 plan to accurately reflect the student's needs in the virtual learning environment.

504 Plans are for individuals that have a physical or mental impairment that "substantially" limits one or more major life activities. If a D3 My Way parent believes their child would qualify and benefit from a 504 Plan, they should contact the D3 My Way counselor. The counselor will support parents through the process of the 504 Plan.

Academic Policies

Grading

D3 My Way students complete the majority of their work using the online learning platform Accelerate. Some assignments are automatically graded by Accelerate while other assignments are graded manually by a D3 My Way content teacher. D3 My Way teachers may ask students to redo an assignment after receiving additional instruction if the student has not demonstrated mastery of the content. All courses must be completed by the end of the current grading term. At the end of each academic semester, students will receive a score of a “zero” for all missing and incomplete assignments. These grades will factor into a student’s final grade.

Secondary Grading Policy

Secondary students receive an A for grades ranging from 90-100, a B for grades ranging from 80-89, a C for grades ranging from 70-79, and a D for grades ranging from 60-69. Students receive a F for grades 59 or below. Students must earn a D or better to earn academic credit for a course.

Elementary Grading Policy

Teachers will post grades for core classes: Language Arts, Math, Science and Social Studies. Teachers will make sure both performance and pace are factored into grade. (This means zeros are entered for missing assignments so grade accurately reflects performance.) The table below will be used for students in grades K-2 to assign appropriate grades.

Grade in IC	Unsatisfactory	Partially Proficient	Proficient	Advanced
Percentage In Accelerate	< 49%	50-69%	70-94%	95%+

Students in grades 3-5 will be awarded letter grades. Students receive an A for grades ranging from 90-100, a B for grades ranging from 80-89, a C for grades ranging from 70-79, and a D for grades ranging from 60-69. Students receive a F for grades 59 or below.

Contested Grades

If the need arises to contest a semester grade, it is the responsibility of the parent/guardian to contact the D3 My Way counselor within 4 weeks of the end of that semester. The D3 My Way counselor will follow set procedures to address the concerns regarding the grade.

Activity Eligibility

Any D3 My way student participating in school-sponsored events of a competitive, festival, and/or interscholastic nature (including sports) shall:

- Be a regularly enrolled/attending member of the D3 My Way student body
- Be enrolled a minimum of five academic classes per semester and failing no more than one class per semester
- Be a good citizen of the D3 My Way school community
- Have carried a minimum of five academic classes the previous semester, have passed four academic classes during the previous semester, and have failed no more than one academic class the previous semester
- CHSAA considera a withdraw/fail (WF) as an F for eligibility purposes
- Eligibility for D3 My Way students is calculated based on the overall grade in each academic course and appropriate pacing (within 1 week of target weekly pacing).

Withdrawal

A parent who wishes to withdraw their student from D3 My Way Virtual School must visit the D3 My Way office to complete a D3 My Way withdrawal form and return their student's designated electronic device. D3 My Way only allows one in-district transfer per year. If a parent decides to disenroll their child from D3 My Way Virtual School then wishes to re-enroll them, they must wait until the next academic year to reapply.

Schedule Changes

Students who wish to change their class schedule must meet with the D3 My Way school counselor before the semester add/drop date. Once the schedule change is approved, the student's schedule will be altered to reflect the change. A student may drop a class after the add/drop date with approval by the school counselor and/or with medical documentation. A class dropped after the add/drop date will show up as WF on the student's academic transcript as appropriate.

Testing and Assessment

Widefield School District 3 uses a variety of assessments for accountability, program evaluation, identification of student needs, and to guide instruction and learning. Formative and summative assessments are given in individual courses. District and state standardized assessments (such as CogAT, CMAS, DIBELS, and STAR) are also given. D3 My Way students are required to

participate in all state, district, and course assessments. Parents will be notified of testing schedules via email and/or through the mail. District and state standardized assessments will need to be completed in-person at the Learning Center.

Individual Career and Academic Plan (ICAP)

All D3 My Way secondary students will develop and maintain an Individual Career and Academic Plan (ICAP) in compliance with WSD3 graduation requirements. Student Individual Career and Academic Plan will be developed in cooperation with the student, parents and D3 My Way school counselor.

Graduation Requirements

Starting with the class of 2022, in addition to the 48 credits needed to graduate all students must demonstrate English and Math proficiency. The Colorado Department of Education has provided many ways for students to demonstrate proficiency including scores on the SAT, ACT, Accuplacer, ASVAB, and AP exams or a capstone project may be completed. Students should work with the D3 My Way school counselor to ensure they are meeting these requirements. All D3 My Way classes are 1 credit per semester course.

The required credits/courses include the following:

- Communication Skills-** Eight credits – three in composition, two in literature, two in composition and/or literature, and one in speech.
- Mathematical Development-** Six credits.
- Scientific Development-** Six credits – two in the area of life science, two in the area of earth science, and two in the area of physical science.
- Social Studies and Citizenship-** Seven credits – one in social studies survey, one in geography, two in world history, two in American history, and one in American government.
- Personal Development-** Five credits – two in physical education, one in health (9- 12), and two from fine arts, foreign language (9-12), and/or careers (10-12).

Required Credits = 32

Elective Credits = 16

Total Credits = 48

Multi-tiered Student Support Systems (MTSS)

WSD3 utilizes a Multitiered Student Support Systems (MTSS) model. According to the

Colorado Department of Education, MTSS is “a systemic, continuous improvement framework in which data-based problem-solving and decision making is practiced across all levels of the educational system for supporting students.” D3 My Way consistently uses data to drive decision making in order to do what is best for students and to maintain high academic standards. The purpose of MTSS is to identify students who are experiencing academic, social/emotional, or behavioral challenges in order to put interventions and supports in place to assist the student academically, socially, and emotionally. There are three levels of the MTSS model. At D3 My Way, our tiers are as follows:

Tier 1- Universal Level: All students at D3 My Way receive research-based, high quality instruction in virtual and in-person formats. D3 My Way expectations are incorporated and reinforced by all teachers and staff. Tier-1 interventions may include but are not limited to: workshops, small group work with teachers (in-person and virtual), Target Time sessions, individual instruction with teachers, re-teaching concepts, and using time management/organizational strategies to properly pace student progress.

Tier 2-Targeted Level: Tier 2 interventions are put into place when a student is not meeting the expectations of D3 My Way and are at risk of not successfully completing their courses. Students needing tier-2 interventions may be required to meet individually with their mentor teacher and/or the school counselor with a parent or guardian to discuss a support plan. Target Time sessions may also be scheduled. Students may also be required to attend additional help sessions (in-building or virtual) to receive increased support.

Tier 3- Intensive Level: Interventions are provided to students with severe academic, behavioral, or social-emotional needs. For tier 3 interventions, formal testing and assessments may be necessary to decipher the best way to meet student needs.

Student Records/Release of Information

The Family Educational Rights & Privacy Act (FERPA) and Colorado law affords parents/guardians (parents) and students over 18 years of age (eligible students) certain rights with respect to the student’s educational record as follows: 1) the right to inspect and review the student’s records; 2) the right to request to amend the student’s educational records; and 3) the right to consent to disclosure of personally identifiable information contained in the student’s educational records, except as authorized without consent; 4) the right to file a complaint with the U.S. Department of Education; 5) the right to refuse to permit the designation of any or all of the categories of directory information; 6) the right to request that information not be provided to military recruiters.

The district is permitted by law to disclose information regarding students. Directory information may include the student’s name, date and place of birth, major/minor fields of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, honors and awards received, the most recent and previous schools or institutions attended, and other similar information. The parent or eligible student,

however, has the right to refuse to permit the disclosure of any or all directory information and may submit an objection in writing to the superintendent or designee within twenty (20) calendar days of publication of the notice. Disclosure of personally identifiable information can be made without consent to the following:

1) School officials working in the school at which the student is enrolled who have a specific and legitimate educational interest in the information for use in furthering a student's academic achievement or maintaining a safe and orderly learning environment; 2) Officials of another school, school system or post-secondary institution in which the student seeks to enroll; 3) Authorities named in FERPA including comptroller general of the United States, secretary of education, and state educational authorities; 4) Institutions connected with a student's application for our receipt of financial aid; 5) A criminal justice agency investigating a criminal matter concerning a student enrolled or who will enroll in the school district; 6) Educational testing and research organizations; 7) Accrediting agencies for the purpose of accreditation only; 8) Parents of students over 18 years of age who are dependent for financial income tax purposes; 9) Emergency situations; 10) Anyone if required by a court order or subpoena; and 11) Parties to litigation or if the district initiates legal action against a parent or student. See Board policy JRA for further information.

Building Policies

Visitor Policy

In alignment with WSD3 policies, D3 My Way does not allow visitors in the classrooms. Classrooms are designated for D3 My Way staff and students only. All visitors, including parents, are expected to sign in at the front desk and wait in designated areas. Parents are expected to stay in the waiting area provided for parents near the front desk. Parents who violate the visitor policy will lose rights to enter the D3 My Way Learning Center.

Food & Beverages

D3 My Way does not have a student cafeteria or vending machines, however school lunch service is available for purchase on Tuesdays for middle school students and Thursdays for high school students attending in-person Connection Days. School breakfast service is also available for middle school students on Tuesdays. Students must be mindful of computer usage while consuming food and beverages, and students are expected to clean up after themselves. Student snacks should not interfere with the learning environment. D3 My Way Virtual School follows the WSD3 wellness policy for in-class food for instructional purposes

Weather Related Office Closures

D3 My Way Virtual School will follow WSD3 protocol for closures due to inclement weather and “e-learning” days. On late starts due to inclement weather, each grade level (Elementary, Middle School, and High School) should follow the schedules provided during paperwork pickup at the beginning of the school year. These schedules can also be found on the D3 My Way website at d3myway.wsd3.org/schedules.

