

ENDEAVOR

— HIGH SCHOOL —



ENDEAVOR
HIGH SCHOOL

STUDENT/PARENT HANDBOOK

QUALITY ONLINE LEARNING – IN YOUR TIME AND SPACE



Table of Contents

Background	3
Enrollment	3
Support for Student Success/Student Learning Plans.	4
Daily Student Responsibilities	5
Weekly Student Responsibilities	5
Tips for Families to Support Online Learning for their Child	5
Technical Support	6
Attendance	6
Managing Your Time	7
Monitoring Student Progress/Grading	7-8
Curriculum	9
Student-Teacher Contact Requirements	9
State Assessments	10
NCAA Academic Requirements.	10
Statement of Non-Discrimination	11

Background:

The Kennewick School District opens Endeavor High School for students in grades 9 – 12 who would like to continue their education online. Endeavor High School is a tuition-free, online public-high school option for Kennewick School District students. This handbook has been designed to provide answers to questions and address potential concerns families may have. Please carefully read the material presented in this handbook, as it was designed to provide information specific to online learning. Endeavor High School teachers and the building administration are also available to answer questions and provide support. We are eager to help at any time, so feel free to contact us at: **509 222-5195**

Online learning is one option for students who wish to study and learn in their own time and space. Many students are not comfortable attending in person classes or have schedules that do not fit with the traditional on campus bell schedules. Endeavor High School offers a quality and convenient way to learn without the need to come on a school campus daily. All instruction is delivered online via the internet. Without bells to dictate use of time, students can develop better time management skills. Because they are in control of their education, students also develop the skills of initiative, self-motivation, responsibility, planning, and decision-making. Delivery methods include, but are not limited to, licensed instructional videos, instructional software, and other media. Students also interact with a certificated Kennewick School District teacher who will guide them through their learning program.

Because the state considers online learning an Alternative Learning Experience (ALE), students have many more responsibilities than they would in a regular classroom learning experience. Rules, which call for weekly progress and contact from each student in every course, help ensure that students are set up to succeed in the alternative environment.

Enrollment:

Students in grades 9 – 12 can enroll in Endeavor High School for online learning. Current Kennewick School District students wanting to enroll in EHS will need to visit <https://endeavor.ksd.org/> and click “enroll” to fill out the Google Form. Families will also need to complete a [Transfer Request](#). If you are out of district, you will need to fill out a [Choice Transfer](#). These forms will need to be turned into the Endeavor High School registrar. Endeavor High School provides courses and pathway opportunities to reach a high school diploma.

Support for Student Success/Student Learning Plans:

There is much research that says students need interactions with significant adults who care about them to maximize success. At Endeavor High School, each student has an adult “in their corner” to help them establish and meet weekly learning goals. These highly qualified teachers serve as academic supports and are available each school day online for encouragement, guidance, and to answer any curricular questions. Each student enrolled in Endeavor High School must have a written student learning plan developed by the teacher in collaboration with the student and the parent/guardian. The student learning plan is a requirement of law and is the guide to the student’s education. The Endeavor teacher must approve the plan and has primary responsibility and accountability for the plan. Each student learning plan must include the following:

- A schedule of due dates with a beginning and ending date.
- Description of specific learning goals.
- The average number of hours per week a student will engage in learning activities to accomplish the learning goals.
- Description of how weekly contact requirements will be fulfilled.
- Identify instructional materials necessary to successfully complete the learning plan.
- A timeline and description for evaluating student progress toward the learning goals.
- Specify full or part time enrollment.

In addition to teachers, parents/guardians serve an important role in supporting students. Endeavor High School only works if students are getting proper support at home each day. There is scheduled weekly contact to track student progress and diagnose any difficulties. Courses will have online daily assignments, quizzes and testing. To be successful, students need to have the ability and discipline to work independently, stay on task, and maintain a regular schedule of logging on and keeping up with the reading, course assignments and study guides, quizzes, tests, and other expectations. Endeavor High School requires daily student engagement with parent/guardian and academic coach involvement. A timeline is set by the online learning coach, which is visible to students, setting the pacing for each course to be completed by the end established timeframe. The student’s teachers will provide weekly progress updates through email, so students and families will always know if students are staying on schedule with course work, quizzes, and tests. Because the online program is self-paced, students can advance as quickly as they are able. They can slow down the learning, repeat lessons, and practice the learning as many times as they need to without fear of the teacher moving on without them. Students and families should immediately contact the

Endeavor teacher if they experience any technical/computer issues or if they do not understand an assignment.

Daily Student Responsibilities:

- Set a realistic daily schedule to work on online coursework.
- Log in with your user name and password. (Post your user name and password close to your computer for easy access)
- Complete at least one assignment per day.
- Check your school district email (Look for Endeavor teacher and staff messages)
- Access your courses and assignments.
- Reach out for help when needed.
- Make sure to do your own work. (It is OK to get help from family members, but not Ok to expect family members to do the work for you)
- Take physical breaks that do not include screen time. Build physical activities into the day.

Weekly Student Responsibilities:

- Be in weekly contact with your Endeavor teacher and share questions that come up as you progress through the week.
- Email your Endeavor teacher about any problems you encounter with the courses.

Tips for Families to Support Online Learning for their Child:

1. Ask your son/daughter about what they are learning.
 - Engage your children in conversation. Our kids learn best when they can talk about what they are learning. When they talk about new information, they process it.
 - Have them explain what they are learning and do this frequently throughout the day. (Lunchtime, evening, weekends)
2. Create a motivating/inspiring workspace.
 - Guide and encourage your student to login daily and stay on pace of the written student learning plan.
 - Create a distinct learning area within the home to create quiet working environment.

3. Give physical breaks without screen time.

- Students should take frequent breaks throughout the day to remain focused and attentive on their schoolwork.

4. Establish a Routine. Set up a highly structured schedule and be consistent.

- Ensure students follow a routine.
- Have a consistent bedtime
- Have a consistent wake-up time
- Plan consistently scheduled snack breaks
- Provide consistent physical activity breaks (students can only concentrate for so long before their attention and retention begin to fade. High school students can usually concentrate for longer periods, only needing a break between each subject.) Breaks can be as simple as burning off some energy with a few minutes of exercise or eating a healthy snack.
- Help your child use a checklist to track work.

5. Write down user name and passwords and post near the computer.

6. Encourage your child email or call his/her teacher. (Email is not a text)

- Teach self-advocacy as a critical function for students to learn.

Technical Support:

Students will receive a Chromebook or other compatible device once enrolled in Endeavor High School. If students/families experience any technical issues with your Kennewick School District issued device, they should contact the Help Desk for support Monday through Friday, 7:30 am to 4:30 pm at phone number (509) 222-5555.

Attendance:

While students are not responsible for daily classroom participation as in a traditional classroom setting, there is still an important need to participate on a regular basis. Participation is critical to students' learning and success. Students must be aware of guidelines and expectations set by their Endeavor teachers at the beginning of each course. Extended absence from an online class will quickly cause problems with grades and impact students' ability to finish the course in the established timeline. If an unexpected situation such as illness should arise, students should contact their Endeavor teachers and report the situation. The teachers will discuss alternatives

and next steps to take for course completion. Endeavor teachers will explain how attendance will be monitored for students.

Managing Your Time:

In an online course, time management is critical to success because most activities can be accomplished without having to be online at the same time as the Endeavor teachers or other students. The advantage to learning “in your time and space” also makes it easier to put off logging on and progressing in coursework. As with a traditional course, students risk earning a lower grade or not earning high school credits if they fall behind the timelines set up by their Endeavor teachers.

Monitoring Student Progress/Grading:

Parents and students can monitor student progress using the weekly APEX progress report for secondary students. Detailed instructions to use the progress reports are found at <https://support.apexlearning.com/node/458>. The weekly APEX progress reports replace the traditional quarter and semester report cards. Students and families get a weekly update of progress, current grade, and what tasks are behind the established timeline to successfully complete all courses by the end of the established timeline. Students are encouraged to work ahead as much as possible since due dates continue during the entire timeline including winter and spring break. Student progress reports give everyone (teacher, student, family) a weekly update so there are no surprises as to how the student is progressing in each of their courses. Self-checks are built into the courses allowing you to check your understanding and build confidence as you master material. The self-checks are not scored. Assignments, quizzes and tests are scored, helping the student and their teacher know how the student is progressing.

Unit tests and final exams will be proctored by Endeavor High School teachers. Students shall be evaluated as follows:

- Each student's progress shall be evaluated monthly based upon the student learning plan.
- The Endeavor High School teachers will determine whether the student is making satisfactory progress in meeting the written student learning plan. Factors included in making the determination of satisfactory progress included missing assignments, time worked, and other steps towards course completion.
- If a student fails to make satisfactory progress an intervention plan shall be developed and implemented. The intervention plan will be developed by the teacher in collaboration with the student and parent/guardian.

- The first intervention could include 7 hours per week of in-person support in the computer lab until satisfactory progress is determined to have been met.

EHS Grading Policy

GRADE	GPA	PERCENT
A	4.0	93-100
A-	3.7	90-92
B+	3.3	87-89
B	3.0	83-86
B-	2.7	80-82
C+	2.3	77-79
C	2.0	73-76
C-	1.7	70-72
D+	1.3	67-69
D	1.0	60-66
F	0.0	<60

- Credit will be awarded for all classes to students who earn enough points to receive an **Overall Percent** of 60% or more by the end of the quarter.
- Students may choose to continue in the course into the next quarter, for a higher grade, if they choose.
- Students can begin working on another class before the end of the quarter, only if they have completely finished the APEX course. (A student cannot just stop at 60% and get a new class unless it is at the end of the quarter)
- If a student completes an APEX class before the end of the quarter, but has an Intervention Plan for another class, they will not receive another class until they are no longer unsatisfactory or it is the beginning of a new quarter.
- Students will still receive credit for a class, even if they did not complete all assignments, as long as they have earned an **Overall Percent** of 60% or more by the end of the quarter.

Curriculum:

Students in grades 9-12 can take courses online that provide grade-level advancement and high school credits leading to high school graduation. APEX Learning is an approved online course provider by the Office of the Superintendent of Public Instruction (OSPI). Courses provide a personalized learning experience that lets students learn in their own time and space toward scheduled due dates. A teacher facilitates each course at a distance. Students watch video clips, practice skills, interact with the content, and check their understanding through diagnostic tools. APEX courses are built to state standards meeting strict high school graduation requirements with a rigorous curriculum. Engaging content keeps students interested and motivated to succeed and is designed to help students learn independently. Courses include visual simulations to bring concepts to life and experiments to observe and learn. Reading support is also built into APEX online courses. Students can click on the word in the passage or graphic to get an immediate definition. There is also an audio button to have content read aloud if students need additional help to understand text. The key to success is daily engagement with the curriculum and communication with the Endeavor teachers. Student academic needs can be met through different levels of rigor within course offerings as listed below:

Core Courses – Core courses are standards-based general studies courses that meet the needs of a range of students as they endeavor to master rigorous content and earn credits toward high school graduation. While Core courses assume readiness for grade-level academic challenges, they also include targeted scaffolding for students who benefit from additional learning support. Each semester course offers 70-90 hours of interactive direct instruction, guided practice, and integrated formative, summative, and diagnostic assessment.

Student-Teacher Contact Requirements:

Endeavor High School teachers are readily available to students throughout the duration of the course. Teachers set regular office hours where they are accessible online and via phone and are committed to responding to emails within one school day. On a typical day, students email their online teacher with questions as they progress through their coursework. They also have the option to communicate with their teacher during set office hours. As students complete learning activities, they submit assignments, projects, and study guides to receive formative feedback. The daily activities support the readiness of the students to take required quizzes and tests. Students also receive regular announcements and reminders from their Endeavor teacher

via email. Weekly student contact is required. According to Washington State law, students must have weekly personal contact with their instructors. Direct personal contact shall be for the purpose of instruction, review of assignments, testing, reporting of student progress, or other learning activities. Students are required to maintain contact a minimum of once a week. Endeavor High School Weekly Contact Requirement:

- To meet the weekly contact requirement, students must have two-way communication with their advisor/teacher through one of the following: phone, Email, teacher feedback on assignment or assessment, in-person, text, IM or Zoom **and** must turn in at least one assignment per week.

State Assessments:

All students enrolled in Endeavor High School are required to take State assessments at least annually using the assessment for the student's grade level and using other annual assessments required by the School District.

NCAA Academic Requirements:

For 75 percent of college student-athletes, they will have no issue meeting the academic minimums laid out by the NCAA. That said, just because you are a good student doesn't mean you can assume you will meet the academic eligibility rules. Every year, student-athletes with 3.5+ GPAs and honors courses are declared academically ineligible due to not meeting one of the following NCAA eligibility requirements.

- Core Course Requirement – Each high school has a list of approved NCAA Core Courses (more info [here](#)). You are required to pass 16 core courses throughout high school. While there is a slight variation in the requirements for Division I and Division II schools, if you meet the Division I core course requirements, you will also be eligible at the Division II level. [View our full breakdown on the NCAA core course requirements.](#)
- Core Course GPA – The NCAA does not use your entire high school transcript for determining your GPA. They are only concerned with your GPA in your core courses. The NCAA provides a [core course worksheet](#), but it also likely require a meeting with your high school counselor. [Check out more information on how to determine your core course GPA.](#)
- NCAA Sliding Scale – The NCAA uses a combination of your GPA, SAT or ACT test scores in determining your eligibility. It is impossible to say what GPA or SAT/ACT scores you will

need without knowing the other. [Learn more about the sliding scale](#) to get a sense for what GPA and test scores you will need.

Statement of Non-Discrimination:

The Kennewick School District complies with all federal and state rules and regulations and does not discriminate on the basis of sex, race, creed, religion, color, national origin, age, honorably discharged veteran or military status, sexual orientation including gender expression or identity, the presence of any sensory, mental, or physical disability, or the use of a trained dog guide or service animal by a person with a disability in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. This holds true for all district activities, programs, and employment opportunities.

The following employees have been designated to handle questions and complaints of alleged discrimination:

- Section 504 and Title IX: Brian Leavitt, brian.leavitt@ksd.org (509) 222-5003
- Civil Rights and Equity: Dr. Doug Christensen, doug.christensen@ksd.org (509) 222-5010

We hope this parent/student handbook helps prepare families to facilitate their students' learning at Endeavor High School and provides tips on supporting children in their learning. The Endeavor teachers are here to support students and families with questions, feedback, and appropriate curriculum options.

