



OLYMPIA
regional learning academy

Family Guide Book

Olympia Regional Learning Academy
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www.orla.osd.wednet.edu

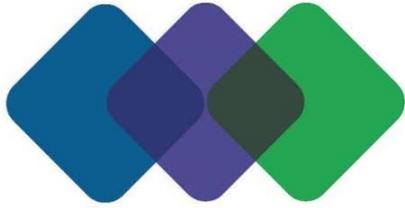
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OSD 2017-18 Notice of Nondiscrimination

The Olympia School District will provide equal educational opportunity and treatment for all students in all aspects of the academic and activities program without discrimination based on race, religion, creed, color, national origin, age, honorably-discharged veteran or military status, sex, sexual orientation, gender expression or identity, marital status, 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. The district will provide equal access to school facilities to the Boy Scouts of America and all other designated youth groups listed in Title 36 of the United States Code as a patriotic society. District programs will be free from sexual harassment. Auxiliary aids and services will be provided upon request to individuals with disabilities.

The following people have been designated to handle inquiries regarding the nondiscrimination policies, reports of alleged sexual harassment, concerns about compliance, and/or grievance procedures: Jeff Carpenter, Title IX Officer, (360) 596-8544; Ken Turcotte, Section 504 and ADA Coordinator, (360) 596-7542; and Scott Niemann, Affirmative Action Officer and Civil Rights Compliance Coordinator, (360) 596-6193. All three individuals may also be contacted at 1113 Legion Way S.E., Olympia, WA, 98501.



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MISSION STATEMENT

The Olympia Regional Learning Academy provides a unique learning environment with high academic standards. Staff and families collaborate to provide a safe and supportive community where students are valued as individuals. Through diverse and innovative educational opportunities, our students are empowered and prepared to succeed in a rapidly changing world.

Belief Statements

1. Students, parents, and staff value quality, integrated, and diverse learning opportunities.
2. Our community values individuality and supports student introspection, goal setting, academic rigor, and personal responsibility.
3. Student success is best achieved through strong connections and collaboration within a community of students, parents, and staff.
4. Our staff is committed to removing barriers to student success.
5. We embrace diversity in all aspects of our school community.
6. The Olympia Regional Learning Academy staff is committed to preparing students to be skilled problem-solvers, critical thinkers, effective communicators, proficient users of technology, and thoughtful contributors to their community.

OUR DIVERSITY IS OUR STRENGTH

Families choose ORLA for countless reasons. ORLA values are rooted in respect for self and others. We value diverse cultures and philosophical beliefs and believe they benefit our children and ourselves. We respect and nurture each student as a true individual within a greater community. We are committed to maintaining a safe and supportive school where students, families, staff and teachers of all cultures, genders, sexual orientations, abilities, religious affiliations, and socio-economic classes connect, grow and flourish. We act with integrity, assume best intentions, and treat each other with kindness.



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hConnect

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iConnect Academy

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MAST

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SCHOOL POLICIES

The ORLA Way

All students and families are expected to abide by the following behavior expectations while at ORLA:

The ORLA WAY	Learning Community	Common Areas (Inside)	Playground and Field
Ownership	<ul style="list-style-type: none"> • Be positive • Attend, be on time and prepared. • Take responsibility for your learning • Set goals • Value your own work 	<ul style="list-style-type: none"> • Take responsibility for your actions • Use inside voice • Keep our school clean 	<ul style="list-style-type: none"> • Take responsibility for your actions • Safety first • Keep our grounds clean
Respect	<ul style="list-style-type: none"> • Be an active listener • Follow teacher guidelines • Be kind to everyone • Use appropriate language 	<ul style="list-style-type: none"> • Use appropriate language • Be kind to everyone • Follow directions 	<ul style="list-style-type: none"> • Use appropriate language • Be kind to everyone • Follow directions
Leadership	<ul style="list-style-type: none"> • Be a role model • Build community • Be supportive and safe 	<ul style="list-style-type: none"> • Be a role model • Build community across programs • Be supportive and safe 	<ul style="list-style-type: none"> • Be a role model • Build community across programs • Be supportive and safe
Awareness	<ul style="list-style-type: none"> • Honor personal space • Use safe actions • Use resources for their intended purpose 	<ul style="list-style-type: none"> • Use safe actions • Use resources for their intended purpose 	<ul style="list-style-type: none"> • Be supervised • Use safe actions • Use equipment for its intended purpose

Code of Conduct

1. In addition to *The ORLA WAY*, the Olympia Regional Learning Academy complies with the Olympia School District's Student Rights and Responsibilities Handbook.

2. For minor infractions staff, instructor or parent will redirect student. If behavior persists, the following steps will be taken:

- a. Staff will speak to student's parent/guardian.
- b. Administrator will speak with student.
- c. Progressive Discipline will be used if behavior persists.
- d. Administrator will assist family in selecting a program better suited to meet the needs of the student.

3. Bullying

ORLA does not tolerate bullying, harassment and intimidation of any kind. ORLA follows the OSD

Student Rights and Responsibilities Handbook and/or OSD Policy 3207. Bullying occurs when there is an imbalance of power, an intent to harm, repeats over time, and is purposeful.

How to deal with bullying:

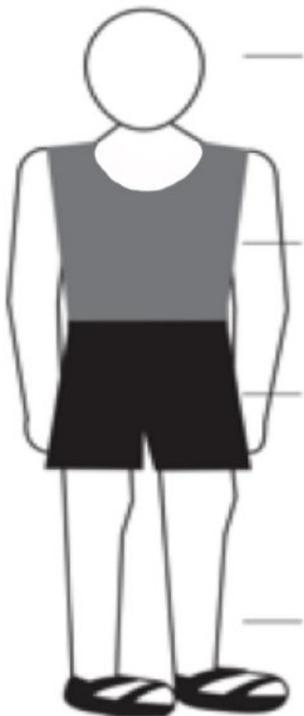
- a. Children should tell a trusted adult. They can help stop the bullying.
- b. If your child is bullied at school, tell your teacher, school counselor, or administrator.
- c. Telling is not tattling.
- d. Don't fight back. Don't try to bully those who bully you.

4. Cell Phone usage

- a. We understand that families want to stay connected with students and use cell phones as a safety net. Our policy is that students can bring phones to school, but they should be turned off and put away while in class.
- b. Students should refrain from texting, using social media, and taking pictures/videos while on campus.
- c. Parents should have their phones off and put away when they are in the classroom.
- d. If you need to communicate with your student, contact the front office and a message will be delivered to them.

5. Dress Code

At ORLA it is essential that the school setting functions as a professional environment. All students, and parents attending on-site with their student, should adhere to the ORLA Dress code. Clothing and accessories will not be allowed if they present a health or safety hazard, damage school property, promote illegal substances, degrade others, are inappropriate for the workplace, display profanity or inappropriate images, or disrupt the educational process. The school dress code is in effect on all school days including spirit week and other occasions/observances.



The shaded portion of this figure represents front and back views. These parts of the body must be covered in all positions (sitting, standing, bending, reaching) while attending school.

Torso - Clothing must cover stomachs, backs, shoulders, chests, and undergarments.

Legs: Shorts skirts, and dresses must be longer than mid-thigh. Undergarments must be covered.

Footwear: Must be worn at all times & appropriate to the activity.

Attendance and Tardiness

1. All students enrolled at ORLA are expected to abide by Olympia School District attendance policy.
2. Contact the office via email, telephone or handwritten note to let the office staff know that your student will not be attending as a consequence of illness, emergency, or if a family situation arises. Repeated and frequent absences may affect a student's ability to remain enrolled.
3. The ORLA Administrator will discuss attendance and tardiness issues with the parent or guardian of any student. Failure to improve attendance issues may result in dismissal from ORLA.
4. In the case of a planned student absence, missing three school days or more, please fill out the Planned Absence Form to request that absences from school or an educational trip be excused. Student and parent/guardian should contact your student's teacher(s) for homework.
5. Refer to The OSD Student Rights and Responsibilities Handbook and/or OSD Policy 3122.

Wellness Policy for ORLA

It is important that ORLA families are considerate of the health and wellness of our community by keeping ill persons at home. Parents, please keep yourself, your student, or sibling at home if you or they have had any of the following symptoms or signs of illness in the last 24 hours:

- 1) Fever (anything over 99 degrees)
- 2) Rashes – including raised bumps on any part of the body excluding eczema
- 3) Sore throat
- 4) Vomiting – two or more episodes in the past 24 hours
- 5) Diarrhea – until illness is completely gone
- 6) Pink Eye – defined as pink or red conjunctiva with white or yellow eye discharge, until after treatment
- 7) Uncontrolled coughing
- 8) Runny nose with colored mucous
- 9) Difficulty breathing
- 10) Sluggishness that is more than tiredness
- 11) Active lice

If students are brought to class with any of these symptoms, parents will be notified to pick up their child and take them home in order to keep the sickness from spreading to other students, families, and teaching staff. Thank you for helping to keep our community well.

Medication at School Policy

The District is authorized by law (RCW 28A.210.260) to administer medication to students during school hours or while students are in the custody of the District. The term "medication" means all drugs and/or medicinal preparations, whether prescription or "over the counter." No drug or medicinal preparation will be administered by school personnel to any child attending District schools unless the child requires such medication during school hours and a current signed authorization from the child's licensed health care provider is on file at the school. Additionally, students should not have over-the-counter medications on them or in their bags.

Inclement Weather Days and Delayed Start Times

In the event of a snow/weather delay, ORLA will follow district guidelines. All classes prior to late start are cancelled. Please go to the district webpage www.osd.wednet.edu for updated information about school closures, as well as local radio and television broadcasts.

ORLA Program	2 Hour Late Start Schedule
hConnect, iConnect, and MAST	School starts at 10:30 AM. Students may arrive at 10:00AM
Montessori	School starts at 11:00 AM. No preschool. Students may arrive at 10:30 AM

Animals on Campus

Service animals and classroom pets are the only animals permitted on the ORLA campus. If you wish to bring in an animal to share with your child’s classroom, please obtain prior permission from Administration.

Visitors on Campus

All visitors must check in at the main office. If you are volunteering, you must have a current volunteer application with OSD.

Teacher Communication

When emailing or leaving a voicemail for a teacher, you can expect a reply within one work/school day of that teacher’s schedule. Please remember that not all of our teachers work a 5 day week. This means that a response could take more than one work/school day to receive based on a teacher’s work schedule.

Classroom Concerns

Please resolve any concerns by talking with your child’s teacher. It is likely that they can resolve the issue immediately. If your concern is not resolved, please contact administration.

ORLA Spaces

1. Commons & Balcony

- a. Keep food in “food area” and please wipe down any areas immediately after eating.
- b. Students must be supervised while preparing food.
- c. All day set up is allowed in these areas.

2. Hallway Bump Outs

These areas are provided for educational use **only** for families, homeschooling students, additional group classroom space, and student use. **The hallway bump outs are not intended for all day use.**

- a. Wash any areas used immediately after use using the spray provided in the “Keep ORLA Clean” baskets.
- b. Use “indoor” voices. Avoid gossip, adult talk, and prolonged cell phone usage in these areas
- c. Avoid horseplay, running, and physical activities.

3. Curriculum Resource Center-

hConnect, iConnect, and MAST use:

Families may study, research, and read in the CRC. This is a quiet place for quiet voices. You may find certain texts or materials included in your learning plan already in the CRC. The materials in the CRC are available for checkout and may be kept for the entire school year.

- a. Students age 12 and under must be accompanied by a grown-up at all times.
- b. Students age 12-18 may use the CRC on their own if they have been assigned to study there.
- c. The CRC is a food and drink free environment.

Montessori use

Montessori students have access to many fiction and nonfiction texts in the CRC. Students can check materials out before school, during lunches, and with a pass from teachers.

4. Preschool and Toddler Rooms

ORLA provides space during the day for hConnect families with small children that are on campus. These spaces may also be used during the day to accommodate classes. Please see that the preschool and toddler rooms are kept in an orderly and sanitized manner.

- a. An adult (18 years or older) must supervise when children are present.
- b. Parent/Guardian (not children) should access all supplies to ensure proper use.
- c. Microwaves are for adult use only. Children may not use the microwaves in these rooms.

5. Outside Play Areas and Gym

The play areas offer great spaces for free play and gross motor activities. Families are welcome to use these areas.

- a. All children, **regardless of age**, must be supervised by an adult when outside or in the gym. Please note that standing inside and watching your child from the door/window is not considered supervision.
- b. The gym is available for hConnect students to have adult supervised open play during lunch time (11:20-11:50).
- c. Montessori Recess is from 12:00-1:00 PM and students will have supervised play during this time.
- d. Please be considerate of and do not interrupt classes using the playground or gym.
- e. The ORLA Way Behavior Expectations should be followed when in these areas.

ORLA Events

Behavior expectations

1. All students are expected to follow the same school rules as they would during the school day.
2. Adults are required to adhere to the district civility policy 5161 at all times when on campus.

Supervision Expectations

1. Parents are expected to supervise their 12 and under children during after school and evening school events.
2. Students 12 and older are required to abide by all school rules. Students that are not able to properly manage their own behavior will be required to have adult supervision at after school events.

State Testing

Students in grades 3-10 are assessed using current state assessments.

Why does ORLA have this criterion?

ORLA, along with every public school, is evaluated at the state level based on these assessments. For information, see our report card at: reportcard.ospi.k12.wa.us

Whether you agree with the assessment requirement or not, it is what is used to give credibility to ORLA and other programs like ours. If a full-time student opts out of taking the assessment, then ORLA receives a “0” on our report for that student. That “0” is averaged into our overall score, thus bringing down our grade. It should be noted that all students who want a high school diploma will at some point need to pass the Smarter Balance Assessment.

Even if your student does not pass the assessment, it is best practice to monitor progress over time. Please call 360-596-7730 if you have any questions or concerns. For more information on State Testing, please visit www.WAtesting.com.

Cultural Celebrations/Birthdays

ORLA serves a diverse population of personal beliefs and traditions. Education around cultural celebrations and traditions is an important part of building cultural awareness and sensitivity and is a regular part of many classrooms. However, out of respect for this diversity we do not celebrate cultural or religious holidays on campus including birthdays. We recognize that celebrations and traditions are powerful ways to bring people together and build joy and excitement in our work together. ORLA has its own traditions and celebrations throughout the year which your family can look forward to participating in:

- Back to School Barbeque
- Winter Craft Fair
- Winter Arts Night
- Classroom celebrations of achievements/accomplishments
- Spring Arts Night
- Montessori Geography Fair
- Empty Bowls and Open Mics
- Arts Alive Theatre Performances

ORLA PTA

Connect with ORLA Parents. All families are welcome to join and/or attend meetings.

Meals at ORLA

Breakfast and lunch are served at ORLA. Breakfast is served 8:20-9:00. hConnect lunch is served from 11:25-11:55 and Montessori lunch is from 12:00-1:00. Payment can be made online through your child’s Skyward account. Free and reduced lunches are also available for students who qualify. Please see front office staff for the application and instructions.

School Pictures

There will be student photo opportunities through a commercial provider each fall.

ORLA Website

Our school website is <http://orla.osd.wednet.edu/>. You can find out more information about our programs, links to Skyward, contact information, and all forms referenced in this document.



Program Overview

Olympia Regional Learning Academy hConnect Parent Partnership Program is an Alternative Learning Experience (ALE) school authorized by the Office of the Superintendent of Public Instruction. Adhering to Washington Administrative Code (WAC) 392-121-182, our learning community supports a K-12 student population and is dedicated to the belief that all students can succeed in a non-traditional environment with high academic standards and personalized learning.

As a part of the Olympia School District, hConnect at ORLA provides high quality home study support and onsite class instruction. Classes and instruction are provided through a teacher/parent partnership. HConnect provides families the opportunity to choose from a wide selection of classes that provide direction, support and supplements to parent facilitated learning at home. These classes are under the direction of certificated teachers and learning facilitators.

ORLA is dedicated to making everyone feel welcome. We believe that there are many different ways to educate children, and we are committed to working with families to create an education plan that is right for each individual student.

ORLA is funded differently than traditional schools. Conventional schools are funded primarily on “seat-time,” which is based on student attendance within a 20-day monthly time frame. Unlike our traditional neighbors, ORLA receives funding based on the number of hours per week that students are engaged in on- and off-site learning activities. Full and part time student status is determined by the number of hours per week per student. Based on grade level, the number of student hours required for full time status changes.

Program Requirements

1. A Statement of Understanding is signed indicating understanding of the difference between home-based instruction and enrollment in an Alternative Learning Experience (ALE) program. This statement is included in the ORLA enrollment paperwork and online.
2. A Written Student Learning Plan (WSLP) for each student is developed in cooperation with our teachers.
3. Students enroll and attend at least one weekly onsite course taught by a certificated teacher.
4. Students are responsible for completing a minimum number of educational hours each week. These hours may be a combination of hours earned for classes taken onsite and hours facilitated offsite.
5. HConnect is an Alternative Learning Experience program and does not offer all of the academic support of a traditional school.
6. There must be an adult living in the home that is designated as the primary educator with the demonstrated ability to facilitate home learning and to meet program requirements. If coming from another program, students must be in good standing with regards to academics, behavior, and attendance.

7. Students who have previously attended other school programs must be in good standing with regards to academics, behavior, and attendance.

- a. Middle School and High School students must submit attendance and discipline records with their registration paperwork and meet with an administrator prior to admittance.

Annual Assessments

All 3rd-12th grade students enrolled at 80% or more are required to take the Smarter Balance Assessment. Related information can be found at: <http://www.k12.wa.us/assessment/default.aspx>. See your WSLP teacher for information, resources and other related guidelines. Standardized assessments provide individual student data and also help to inform program instructional strengths and areas of need. This form of assessment provides another point of data and when used with classroom based assessment, teacher and parent observation and anecdotal records, a more accurate depiction of a student's ability can be determined.

State Testing

Students in grades 3-10 are assessed using current state assessments.

Why does ORLA have this criterion?

ORLA, along with every public school, is evaluated at the state level based on these assessments. For information, see our report card at: reportcard.ospi.k12.wa.us

Whether you agree with the assessment requirement or not, it is what is used to give credibility to ORLA and other programs like ours. If a full-time student opts out of taking the assessment, then ORLA receives a "0" on our report for that student. That "0" is averaged into our overall score, thus bringing down our grade. It should be noted that all students who want a high school diploma will at some point need to pass the Smarter Balance Assessment.

Even if your student does not pass the assessment, it is best practice to monitor progress over time. Please call 360-596-7730, if you have any questions or concerns. For more information on State Testing, please visit www.WAtesting.com.

Parent Partnership Participation Opportunities

HConnect is a parent partnership program. Each family is required to participate in their student's education and contribute a minimum of 2 hours a month in the ORLA building.

Please sign up using the Parent Volunteer Form available in the main office.

We will do our best to make the best use of your talents and time.

Enrollment Process

Parents interested in enrolling their students in the hConnect program must first attend an hConnect parent meeting. Students will be accepted on a space available basis. Priority will be given to OSD residents.

A student may enroll full or part time. Enrollment levels and estimated weekly hours are established in collaboration with Written Student Learning Plan. Student status can be reviewed at any time over the course of the year. Enrollment level determines the number of classes a student may take on campus.

The following steps should be completed by a family interested in enrolling at ORLA:

1. Attend an hConnect parent meeting. Contact our Program Manager, Inger Owen at (360)596-7730, and she will be pleased to schedule you for a meeting.
2. Middle School and High School students seeking enrollment must meet with the Assistant Administrator Kristy Grinnell to schedule classes. You will be contacted after all paperwork has been received.
3. Upon enrollment completion, your family will be sent information on how to enroll for classes via email. Should you have any technical issues in utilizing your password, contact Registrar Krista Warren at kwarren@osd.wednet.edu.

Program Expectations

- Notify office of planned and unexpected absences.
- Students arrive **on time** to class, prepared to learn.
- Students sign in and out each day.
- Families check their family folder and email weekly.
- Families submit response to progress monthly by the **5th** of the following month.
- Families contribute 2 hours per month in the building.

Expected and Unexpected behaviors

ORLA has worked closely with our community to develop certain expected behaviors in our building. As a learning community, we respect our individual differences and strive to create an environment which supports all learners. Adhering to our building wide “Non-negotiables,” we are then tasked to be considerate of one another while in this learning space, recognizing that behaviors which are expected in one setting may be unexpected in other settings. For example, in our hallways, it is unexpected that students would run, as this is unsafe, but on the playground, running would be expected. We understand there is a time and place for all behaviors, and we must navigate collectively when certain behaviors are appropriate.

Supervision Requirements

These requirements support both the safety and learning opportunities for ORLA students. Failure to abide by these requirements may result in disciplinary action. Parents are the primary monitor of student behavior and academics. This extends to student participation on field trips and after school events.

Parent(s)/Legal Guardian(s) of students under the age of 12 must remain on the ORLA campus during class time. Students 12 and over may seek permission to be on campus without a parent/guardian. However, this privilege offered to our older students can be revoked if a student’s behavior becomes a concern or satisfactory academic progress is not attained.

1. Supervision Authorization sheet is available in the office when parents are asked to supervise students other than their own. This is designed to create a space for parents to support one another, but is meant to be a **temporary** arrangement with a predetermined amount of supervision time.

2. Gaps in Schedule - Students who have gaps in their schedule need to be **actively engaged in learning activities with supervision**. Students may be in the CRC, or in individual teacher rooms with teacher permission and parent supervision. Typically, students are here 15 minutes before and

after their classes. If a student has a longer break between classes, this student **must be engaged in on-task work. Students cannot be on campus for extended periods of time outside of class.**

3. Non-Enrolled Students on Campus: ORLA is unable to support the presence of non-enrolled students on campus.

All supervising adults should abide by professional standards, avoiding the discussion of private, personal family matters in public spaces within earshot of small children and families. A general rule: Only information that is appropriate and generalized to the Pre-K – 8th grade population should be discussed openly in the common areas.

Written Student Learning Plan (WSLP)

Your family will work with a teacher consultant who will evaluate overall progress made for each student's monthly WSLP review based on teacher, parent and student feedback and work samples. Families who wish to add an off-site class to their learning plan should contact the teacher consultant.

Monthly Progress

Student progress is monitored daily by students, parents and teachers, as we work to ensure that students are making progress towards their learning targets. These ongoing assessments include participation, engagement, teacher observation, project completion, parent observation, running records, formative and summative assessments.

Progress in onsite classes is determined by the classroom teacher, based upon progress observed toward one or more of the learning goals as demonstrated through classroom participation and completion of work. K-8 students must attend, participate, and complete extension work in 70% or more classes to be considered at Satisfactory Progress. Satisfactory progress for high school students will be determined by grades and attendance. A student's overall grade in each course must be at 70% or higher to be at satisfactory progress.

Progress for off-site classes is determined by certificated teacher oversight of the Written Student Learning Plan (WSLP). Progress will be based upon evaluation methods outlined in each class (including highly qualified teacher feedback, parent observation, work samples and student self-assessment) with demonstrated growth toward mastery in at least one essential learning goal related to the scope and sequence of the course.

Student overall monthly progress is demonstrated by completed and documented progress in 70% or more of student learning hours, including a majority of core (math, science, social studies, language arts) classes.

Overall Progress Criteria:

- a. Monthly Progress is determined by the student's overall progress toward learning goals. This is determined by the student's overall progress toward Grade Level Expectations (GLEs), as well as attendance and participation.
- b. K-8 students must attend, participate, and complete extension work in 70% or more classes to be considered at Satisfactory Progress. Satisfactory progress for high school students will be determined by grades and attendance. A student's overall grade in each course must be at 70% or higher to be at satisfactory progress.

c. A student may be noted as having made Unsatisfactory Progress in specific classes in the following situations:

- Making inadequate overall academic progress based on learning goals and grade level expectations. Attendance is also a factor in the determination of Unsatisfactory Progress.
- If it is determined that a student has not made adequate progress for a given month, ORLA will work with families in implementing interventions. This may include revising the student learning plan to suit student needs or adding academic supports.
- A student who does not meet overall progress for three months will be assisted by staff in finding academic placements or plans that better meet his or her needs.

Special Education Services

Onsite Special Education services are not available at ORLA in the hConnect Program. Special Education services are available to Olympia School District resident students at their neighborhood school. Contact the office for further questions.

Plagiarism and Cheating

Submitting one's own work for evaluation is an expectation of all students. Plagiarism is the taking of language, ideas or thoughts from another person or source and representing them as original work. Students who are caught cheating or plagiarizing will be subject to disciplinary action. A second offense may result in a student's loss of the course for credit.

Teacher Communication

When emailing or leaving a voicemail for a teacher, you can expect a reply within one work/school day of that teacher's schedule. Please remember that not all of our hConnect teachers work a 5 day week. This means that a response could take more than one work/school day to receive based on a teacher's work schedule.

Classroom Concerns

Please resolve any concerns by talking with your child's teacher. It is likely that they can resolve the issue immediately. If your concern is not resolved please contact administration.

High School Diploma Track and Homeschool Transcript Options

ORLA's Graduation Tracks		
	<input checked="" type="checkbox"/> High School Diploma	<input checked="" type="checkbox"/> *Homeschool Transcript (w/grades)
Homework – 100% completion at 70% or better grade	<input checked="" type="checkbox"/> Mandatory	<input checked="" type="checkbox"/> Mandatory
Grades – 70% or better	<input checked="" type="checkbox"/> Mandatory	<input checked="" type="checkbox"/> Mandatory
24 Credits	<input checked="" type="checkbox"/> Mandatory	<input checked="" type="checkbox"/> Mandatory
High School & Beyond Plan	<input checked="" type="checkbox"/> Mandatory <i>Required timeline, see back of this form.</i>	<input type="checkbox"/> *Optional
SBA/EOC	<input checked="" type="checkbox"/> Mandatory	<input type="checkbox"/> *Optional
Teacher signs Learning Plan indicating classes completed as satisfactory and assigns/recommends a letter grade	<input checked="" type="checkbox"/> Mandatory	<input checked="" type="checkbox"/> Mandatory
Transcript review w/counselor	<input checked="" type="checkbox"/> Mandatory	<input type="checkbox"/> *Optional
Registering for classes	Will meet with Counselor	Registers on the day with all other hConnect students

ORLA's Graduation Tracks and 4 year College Entrance Requirements	
Homeschool Transcript	Diploma Track
<ol style="list-style-type: none"> 1. Parent and student maintain choice of courses taken at home and on site. 2. Parent determines graduation requirements. 3. Washington Homeschool Organization <ul style="list-style-type: none"> – Washhomeschool.org 4. 4 year College Entrance (WSU) <ul style="list-style-type: none"> – Transcript meeting College Entrance Req's. – An academic resume that provides documentation of all subjects studied and textbooks used, including the signature of the parent or guardian; responsible for the student's curriculum. <ul style="list-style-type: none"> • Or an official transcript from the GED exam – SAT/ACT – GPA minimum 2.0 (depends on school) 	<ol style="list-style-type: none"> 1. Student meets Washington State and OSD graduation requirements: <ul style="list-style-type: none"> – 24 Credits depending on Grad year – High School and Beyond Plan – State Assessments – Receive ORLA Diploma – Personalized Pathway Req. 2. 4 year College Entrance: <ul style="list-style-type: none"> – Transcript meeting <u>College Entrance Req's.</u> – SAT/ACT – GPA minimum 2.0 (depends on school)

Olympia School District Graduation Requirements

Graduation Credit Requirements

Subject	Classes of 2013 - 2015	Classes of 2016 & BEYOND	Classes of 2021 & BEYOND
English	3.0 credits	4.0 credits	4.0 credits
Mathematics *	3.0	3.0	3.0
Science, including 1 Lab Science	2.0	2.0	3.0
Social Studies:			
World History	1.0	1.0	1.0
United States History and Government	1.0	1.0	1.0
Civics/Additional Social Studies OR IB alternative	1.0	1.0	1.0
Washington State History and Government *	0.5	0.5	0.5
Health and Fitness *	2.0	2.0	2.0
Arts	1.0	1.0	2.0 (1.0 credit can be used for Personalized Pathway)
Career & Technical Education	1.0	1.0	1.0
World Language	0	0	2.0 (2.0 credit can be used for Personalized Pathway)
Electives	6.5	5.5	3.5
Total Credits	22.0	22.0	24.0



iCONNECT

academy

Program Overview

Admission to the iConnect program is by application

What sets the iConnect Academy apart from other schools is that our teachers are located in your community and our blended learning approach is one of the fastest growing models in education nationally. Students and their teachers get to know each other through weekly face-to-face interactions. Students are also able to interact with peers, online and in-person, and easily get help from their teachers with especially difficult concepts or topics.

We offer students the full range of blended learning courses needed to earn a high school diploma with the flexibility of working anytime, day or night, anywhere there is Internet access. Course pacing guides are tailored to the student and are based on the student's entire course load.

High school students have the advantage of receiving individualized support with all their coursework from our teachers while earning a diploma that carries with it the excellent reputation of the Olympia School District.

iConnect Academy is primarily a high school program, but we do offer some middle school level courses as well. See our FAQ page at <http://orla.osd.wednet.edu> for details.

Program Requirements

1. A Statement of Understanding is signed indicating understanding of the difference between home-based instruction and enrollment in an Alternative Learning Experience (ALE) program. This statement is included in the ORLA enrollment paperwork and online.
2. A Written Student Learning Plan (WSLP) for each student is developed in cooperation with our teachers.
3. Students are responsible for completing a minimum number of educational hours each week.
4. ORLA is an Alternative Learning Experience program and does not offer all of the academic support of a traditional school.
5. Students who have previously attended Alternative Learning Experience programs or online programs must be in good standing with regards to academics, behavior, and attendance.

Annual Assessments

All 6th-12th grade students enrolled in iConnect are required to take the Smarter Balance Assessment. Related information can be found at: <http://www.k12.wa.us/assessment/default.aspx>. Standardized assessments provide individual student data and also help to inform program instructional strengths and areas of need. This form of assessment provides another point of data and when used with classroom based assessment, teacher and parent observation and anecdotal records, a more accurate depiction of a student's ability can be determined.

Enrollment Process

Full-Time Enrollment Application Process

Step 1 - Application: Complete the enrollment application packet (this can be obtained from our front office or accessed online at <http://orla.osd.wednet.edu>) and submit the paperwork to the ORLA office along with a copy of the student's most recent transcript, attendance record, and test scores (math and reading). All pieces of required packet must be included when submitted or your application will not be reviewed. The administrator may require additional documentation after reviewing the student's file.

*****It is important that the student does not withdraw from their current school until they have been notified of their acceptance into the iConnect program.*****

Step 2 - Application Review and Interview schedule: The Assistant Administrator will review applications and schedule an interview if you meet the qualifications of enrollment in the iConnect program.

Step 3 - Acceptance Determination and Enrollment: After the interview, the Assistant Administrator will contact the applicant and/or parent to let them know if the student has been accepted into the iConnect program. Acceptance into iConnect Academy will include required on-site work sessions. Students who reside outside the Olympia School District will need to complete an inter-district transfer form.

Acceptance as a student in iConnect or denial of enrollment is at the discretion of the Assistant Administrator. This decision will be based on the information reviewed in the application related to the student's potential to be successful in a self-directed program, appropriateness of placement, reading proficiency and information learned from the student's prior school related to attendance and discipline.

Step 4 - Orientation: Once the enrollment process is completed, the Assistant Administrator will schedule the student and parent into an orientation. During the orientation, the student and parent will meet the student's advisor and learn to navigate and use the tools needed to complete their coursework. The student will begin their first class, and parents will learn how to support their student in online learning.

Dual Enrollment Application Process

(In-district option only)

Step 1: Consult the current school counselor about making a schedule change and discuss which classes the student would like to retain at his/her school. The counselor should then contact ORLA's Assistant Administrator to inform her of the student's schedule change and provide recommendation of which courses the student should take through iConnect Academy. Because the student's school counselor is the one responsible for monitoring the student's overall program, it is important s/he be closely involved in this process.

Step 2: Complete and return application paperwork to ORLA at 2400 15th Avenue S.E., Olympia. All pieces of required packet must be included when submitted or interview will not be scheduled (application can be obtained from our front office or accessed online at <http://orla.osd.wednet.edu>).

Step 3: The Assistant Administrator will schedule a meeting with applicants to discuss class placement.

Step 4: If accepted for enrollment, iConnect Academy will contact the student and parent to schedule them into one of the orientation sessions for new students. During the orientation, the student and parent will meet the student's advisor and learn to navigate and use the tools needed to complete

their coursework. The student will begin their first class and parents will learn how to support their student in online learning.

*****It is important to note that the student's acceptance into the program is as a part-time, dually enrolled student only.***** If, for whatever reason, the student decides that she or he would like to attend our program full-time instead, then the student must go through the full interview process as outlined in the Full-Time Enrollment Application Process.

Acceptance as a full-time student is at the discretion of the iConnect Academy's Assistant Administrator based on the criteria outlined.

Program Expectations

Upon enrollment into iConnect, expectations related to progress and hours invested each week in their online courses are explained to students based on their FTE level of enrollment and selected courses.

Students who 1) invest the minimum number of hours, or more, as required per their FTE; 2) maintain good pacing in their courses; and 3) who maintain weekly contact and communication as required by ALE guidelines, will be considered to be in satisfactory progress standing.

Students' progress is monitored for pacing to meet target completion dates. If students can keep pace but invest fewer hours, they are strongly encouraged to invest their expected minimum hours so they can move more quickly in the course(s). However, as long as they are able to keep on track for their completion date, no additional action is necessary. Students must maintain weekly contact and communication as required by ALE guidelines in order to be considered in good standing.

Students who 1) invest their minimum number of hours required as per their FTE; 2) maintain weekly contact and communication as required by ALE guidelines; but 3) who are not keeping pace with their completion date(s), may be placed on an intervention plan that outlines a plan to help them to be more successful in the pacing associated with their course.

On-Site and Off-site time requirements

The online classes are accessed anywhere a student can login to our secure online Internet program Schoology. iConnect does not require students to maintain rigid schedules to work on courses except for disciplinary actions associated with lack of progress and their assigned on-site time. Students are provided with pacing guides to assist them in completing their courses in a timely manner. Students are expected to work on their courses without the direct supervision of a teacher but are required to take their final course exams in a proctored setting with one of our teachers. For graded and nongraded activities, students should refer to the course syllabus for the course found as Appendix A.

Final exam times are scheduled through the teacher of the course and they are conducted at ORLA.

Working time

Full-time students should plan to work 25 hours each week on their courses. Part-time students should be investing about 5-7 hours per course, each week. Although students retain flexibility as to the time of day, and amount of time each day they choose to work on their courses, to better ensure timely progress students will receive a pacing guide for course completion for each course in which they are enrolled. The pacing guide is tailored to the student based on the student's course load.

Plagiarism and Cheating

Submitting one's own work for evaluation is an expectation of all students. Plagiarism is the taking of language, ideas or thoughts from another person or source and representing them as original work. Students who are caught cheating or plagiarizing will, on the first offense, be subject to disciplinary action. A second offense may result in a student's loss of the course for credit. Offenses carry over course-to-course and year-to-year.

Student Intervention Plans

Students who are not making satisfactory progress in their courses will have an Intervention Plan developed and implemented in attempt to help them to be more successful in their courses. Intervention plans are individualized and may include the requirement of work time on the ORLA campus, additional in-person assistance from their teachers, parent conference, regular meetings with the Assistant Administrator to review progress, or other measures that the teachers and administrator believe might support the student to better progress in his/her classes.

Overall Progress Criteria

All iConnect students must make satisfactory progress each month which is defined as 70% or better in all of their classes. Students will be required to attend additional on-site times if 70% or better is not maintained in all courses.

Teacher Communication

When emailing or leaving a voicemail for a teacher, you can expect a reply within one work/school day of that teacher's schedule.

Classroom Concerns

Please resolve any concerns by talking with your child's teacher. It is likely that they can resolve the issue immediately. If your concern is not resolved please contact administration.

Olympia School District Graduation Requirements

Graduation Credit Requirements			
Subject	Classes of 2013 - 2015	Classes of 2016 & BEYOND	Classes of 2021 & BEYOND
English	3.0 credits	4.0 credits	4.0 credits
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Social Studies:			
World History	1.0	1.0	1.0
United States History and Government	1.0	1.0	1.0
Civics/Additional Social Studies OR IB alternative	1.0	1.0	1.0
Washington State History and Government *	0.5	0.5	0.5
Health and Fitness *	2.0	2.0	2.0
Arts	1.0	1.0	2.0 (1.0 credit can be used for Personalized Pathway)
Career & Technical Education	1.0	1.0	1.0
World Language	0	0	2.0 (2.0 credit can be used for Personalized Pathway)
Electives	6.5	5.5	3.5
Total Credits	22.0	22.0	24.0



ORLA MONTESSORI

Program Overview

The Montessori philosophy values the natural curiosity and ability for learning present within each child. Students learn responsibility, time management, and social skills along with academics within a highly structured, prepared learning environment. Lessons are given individually or in small groups of children with similar interests, skills or academic needs. Students work at their own pace and follow their own interests throughout the sequential curriculum designed to help every individual reach his or her full potential.

Students are grouped into multi-age classrooms spanning 2-3 years of development: Children's House (Pre-k and kindergarten), Lower Elementary (grades 1-3), and Upper Elementary (grades 4-6). Within this structure, children remain with the same teacher and classmates for three years. Younger students are inspired by, and imitate, the work of the older children who act as role models. Older students gain experience and confidence in leadership.

During an uninterrupted, three hour work period, students are guided by the teacher to make choices about where, what, and how long to spend on a particular work. After an initial presentation, students are able to practice and continue their learning independently with the support of specially designed manipulative materials, beautiful charts, timelines and books.

Choice Program

Montessori at ORLA is a basic education public school within the Olympia School District. Students have a neighborhood school that they are assigned, but they can elect (through lottery) to attend ORLA Montessori if it is determined to be a good fit for the student. As a school of choice, ORLA Montessori has a different funding structure and may or may not provide all of the same services or supplemental programs as other district elementaries such as bussing, before/after school child-care, etc. Students may be asked to attend their neighborhood school if the students is unable to meet attendance criteria and/or is not a good fit for Montessori.

Annual Assessments - State Testing

Students in grades 3-6th are assessed using current state assessments. Standardized assessments provide individual student data and also help to inform program instructional strengths and areas of need. This form of assessment provides another point of data and when used with classroom based assessment, teacher and parent observation and anecdotal records, a more accurate depiction of a student's ability can be determined. Students enrolled in Montessori participate in state testing.

Why does ORLA Montessori have this criterion? ORLA Montessori, along with every public school, is evaluated at the state level based on these assessments. For information, see our report card at: reportcard.ospi.k12.wa.us.

Whether you agree with the assessment requirement or not, it is what is used to give credibility to ORLA and other programs like ours. If a student/family refuses to participate in taking the assessment, then ORLA receives a "0" on our report for that student. That "0" is averaged into our overall score, thus bringing down our grade. Continual refusals on state assessments could impact the building and may mean that Montessori would have to adopt the district elementary curriculum.

Even if your student does not pass the state assessment, it is best practice to monitor progress over time. Please call 360-596-7730, if you have any questions or concerns. For more information on State Testing, please visit www.WAtesting.com.

Enrollment Process

ORLA Montessori program requires that you attend a family information session. Sessions are offered yearly in February or March. Contact the office or refer to the website for specific dates and times. Interested families submit the required paperwork provided at these meetings. Student spots are determined by a lottery process. Priority is given to students residing within the Olympia School District boundaries.

Out of District Students

Continued Enrollment is not guaranteed for out of District students. If you move during the school year, please submit your new address to the front office. If you move out of District your student **may not** be able to attend ORLA the next school year.

Preschool

Preschool is offered as a tuition-based program at ORLA Montessori. Preschool students are enrolled into the Children's House classrooms together with kindergarten students. Because of different funding sources, enrollment in preschool **does not** guarantee enrollment into kindergarten.

Program Expectations

- Notify office of planned and unexpected absences.
- Students arrive **on time** to class, prepared to learn.
- Stay informed of school events/notifications and your students' work and progress through emails, newsletters, and/or direct communication with your teacher or office staff.
- Attend parent conferences.
- Educate your family about Montessori philosophy/methods through attending parent education events, observing in your child's classroom, talking with your child's teacher, and/or reading books from our lending library or other recommended sources.

Transportation

Currently, there is an ORLA options bus that transports students to and from Madison Elementary and Lincoln Elementary. Because ORLA is a **Choice School**, this is **not** a guaranteed service.

Drop off and Pick up

With hundreds of families arriving at the same time, drop off and pick up can quickly become chaotic or even dangerous. To ensure the safety of our children follow these guidelines:

- Use the drive-through circle to drop or pick up children from your car to the curb. **DO NOT** allow children to walk alone across the parking lot.
- Use the designated crosswalk to walk your children to and from the parking lot.
- Say goodbye to your child at the curb, the bottom of the stairs, or at the double door hallway entrance. Allow them to walk to the classroom independently.
- Pick up is in the gym. After collecting your child, please exit the gym directly. If you wish to stay and play or visit with friends you may exit to the playground. Parent supervision is required.
- Be on time.
 - Classroom doors open at 8:50AM.
 - School starts at 9:00AM.
 - Dismissal is at 3:22PM.

- Breakfast and accompanying school supervision begins at 8:30AM in the Commons. Do not drop off your child before this time. Students arriving before 8:50AM will wait in the Commons until classroom doors open.
- Students who have not been picked up by 3:30PM will be walked to the front office to wait.
- Teachers are happy to see you and want to talk, however during pick up and drop off they are still supervising their class full of children. If you need to talk to your child's teacher, please contact them for an appointment.

Special Education

ORLA Montessori provides a complete special education program for students with specialized learning needs. Oftentimes, families look to the Montessori individualized educational program as a solution to meeting the special needs of their child. In some cases, the Montessori environment can provide an optimal setting to allow the child with special needs to flourish. But other times, a child's special needs may become more pronounced in our self-directed environments. Prior to enrollment, the family of a student with an active IEP will attend an IEP meeting to determine if your child's needs can be adequately met in our program. Families are encouraged to schedule a pre-enrollment observation time in the classroom to gain a better understanding of the environment their child will enter.

Classroom Placement

Student placement in specific classes is determined by the ORLA Administrator. If you would like to make a request you may; however requests may not be able to be accommodated.

Volunteering

ORLA Montessori provides many volunteer opportunities for parents and family members. Talk to your child's teacher about how to get involved. All volunteers must complete the online volunteer application located on the Olympia School District website prior to their volunteer time.

Classroom Observations

Parents and caregivers are encouraged to visit their child's classroom to observe both before enrollment and during their child's elementary years at ORLA as a way of learning more about the Montessori method and their child's time at school. Observers come to watch, but not interact with children. Observation guidelines and suggestions of what to look for are available in the office upon your arrival. Schedule a time with your child's teacher in advance of your visit. All visitors to the school must sign in at the office.

Teacher Communication

When emailing or leaving a voicemail for a teacher, you can expect a reply within one work/school day of that teacher's schedule.

Classroom Concerns

Please resolve any concerns by talking with your child's teacher. It is likely that they can resolve the issue immediately. If your concern is not resolved please contact administration.



ORLA MAST

Program Overview

MAST (Math, Art, Science, and Technology) is a full-time middle school program comprised of integrated classes inspired from adolescent Montessori and inquiry-based experiential education. MAST is for 7th and 8th grade students who are seeking a rigorous student-centered learning community that is focused on problem and project based learning.

Core classes integrate math, lab science, field science, Digitools, English language arts, social studies, visual arts and health. In addition, students select several elective courses that are single semester or year long courses. Electives have included: band, choir, ceramics, Spanish, leadership, clay creations, futuristic farming, performance, designing tomorrow, PE, and robotics.

Every Friday MAST students gain real life experiences that support our classroom content; they collect data to analyze in math, science or health. They visit historical sites, museums, and art installations, and they work with community partners to design and restore our ORLA prairie, make solar panels, and raise money through their entrepreneurial club for our culmination trip, "End of Year Camp."

For our "End of Year Camp" in 2016 MAST students camped at La Push at a resort owned by the Quileute nation. They explored massive old growth trees and driftwood at Beach 3 and hiked down to Ruby Beach to inspect the tide-pools and coastal geology.

In 2017, MAST students visited Wanapum state park, the Ginkgo Petrified Forest, and San Juan Island.

Enrollment Process

1. 6th grade must be completed at ORLA.
2. Attendance at an informational meeting is required (these meetings occur in the spring).
3. Application packet must be completed. These packets are given out at our informational meetings.
4. All students entering into MAST need to take the MAP assessment in reading and math. Montessori and current MAST students will be taking this in March. Current hConnect students will have testing opportunities announced in early spring.
5. Writing samples are required from all new students to MAST. This is part of the application process.
6. If there are more than 25 students per grade level we will hold a lottery for students who have completed application packets.
7. Dates for informational meetings and deadlines for applications will be announced yearly in early February.

Annual Assessments

All MAST students will participate in state testing, including MAP and SBA.

Special Education

Students enrolled in MAST will be able to access special education services if they qualify.

Volunteering

Each family is expected to provide support on **at least** three Fridays during the school year. All volunteers must complete the application process through Olympia School District's website and be approved for volunteering.

Teacher Communication

When emailing or leaving a voicemail for a teacher, you can expect a reply within one work/school day of that teacher's schedule. Please remember that not all of our teachers work a 5 day week. This means that a response could take more than one work/school day to receive based on a teacher's work schedule.

Classroom Concerns

Please resolve any concerns by talking with your child's teacher. It is likely that they can resolve the issue immediately. If your concern is not resolved please contact administration.

MAST Expectations and Agreements

We are a program of choice that requires specific behaviors and attitudes from students and their families to continue to thrive.

Students agree to:

- Have **good attendance and be on time**— missing a day is more like missing two-plus days because of block scheduling.
- Complete 6+ hours of class extension work (homework) a week on average and turn work in on time.
- Commit to organization and time management at home, in addition to school.
- Be willing to *participate* - to continue to try things even when they are hard... even when it feels too hard, and to seek out support when needed.
- Use kind professional language and control impulses that may be unsafe or distracting.

Parents/Guardians agree to:

- Expecting class extension work be completed by their youth/teen and providing the structure/environment at home so this may be accomplished.
- Check Skyward weekly, and Schoology/student planner daily, to monitor student progress, work completion and performance.
- Commit to organization and time management practice at home.
- Provide field experience support – Parent chaperones and drivers will be needed. Each family is expected to provide support on at least 3 Fridays during the school year.
- Commit to getting students to school on time.