

Student Handbook

2009-2010



Upper Rogue Center for Educational Opportunities

129 S. Platt Street
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UPPER ROGUE CENTER FOR EDUCATIONAL OPPORTUNITIES PROGRAM OVERVIEW

URCEO:

URCEO stand for **Upper Rogue Center for Educational Opportunities**. The program was developed by Jackson County School District #9 in response to the growing demand for additional educational opportunities within our own district for students ranging from Kindergarten age through High School. Our philosophy is based on offering students and parents positive choices for furthering and expanding their education.

All curriculum is state adopted and Board approved. All staff members involved in the program are certified teachers in order to provide a high level of quality assistance and support to all of our students, regardless if they are studying through the on-line correspondence school or working in the Learning Center on a High School Diploma or GED.

STAFF:

Program Administrator: Administrator who oversees the entire URCEO program and staff

Head Teacher: Teacher who oversees the daily operations of the URCEO programs and works as a liaison between the program staff, the administration and the public, assists the teachers, discipline, etc.

Teacher: Works directly with students and parents. Develops ILP's, administers GED pretests, communicates with RCC, counselors and registrar.

ENROLLMENT:

Enrollment for both programs will be ongoing throughout the year. Elementary, Middle School and High School families should contact the URCEO Learning Center 541-830-6602. Enrollment forms may be picked up and dropped off at the URCEO Learning Center, 129 S. Platt between the hours of 7:45 a.m. and 3:00 p.m. on all school days.

PROGRAMS OF STUDY:

Students will work with the URCEO teachers to complete a Program of Study designed to meet requirements for all levels: Elementary, Middle School, High School and GED requirements.

PROGRAMS:

Students at all grade levels are offered online curriculum courses through Plato Learning Systems. Students will be assessed for current levels and assigned curriculum accordingly. Ongoing progress monitoring will take place at all levels of instruction. If a student is failing to move forward with his/her program, a team consisting of a URCEO staff member, Assistant Principal, the student and parent/guardian will meet to determine the continuation of the student's program.

For High School students, a review of attendance and progress will be conducted on a quarterly basis to determine whether a student's program is working. Excessive credit deficiency and age will be the determiner for advising students to begin exploring more realistic and practical options. These options may include:

GED

Job Council

Oregon Youth Challenge

Elementary and Middle School students will work primarily online with the option of attending face-to-face seminars in specific content areas. These will be offered periodically throughout the school year.

High School students are offered either the online program or a 4 session-per-week schedule in the URCEO Learning Center. This in-school session includes GED prep as well as the opportunity to earn credits toward diploma requirements.

Those students working in the Learning Center will meet with their instructor on Mondays, Tuesdays, Thursdays and Fridays. A morning session and an afternoon session are offered to accommodate a student's scheduling needs.

TECHNOLOGY:

All curriculum is web-based so students may work from a public institution such as a public library as well as from home for those with internet access.

TESTING:

All students will be required to complete state Standards-Based Assessments tests in reading, writing and math each year. Students and parents will be notified in advance of all testing dates and all testing sites. Students will be expected to provide their own transportation to the Center on those testing days.

GUIDING PRINCIPLES:

- Empowers students to take ownership in their education
- Encourages students intellectual growth
- Is student-centered and academically challenging
- Is respectful to varied learning styles
- Is emotionally and socially nurturing to all participants
- Is insistent on safe and supportive learning
- Promotes community where students are valuable members.

SPECIFIC OBJECTIVES:

- To increase community and parental participation in the education of all students
- To provide a flexible academic curriculum that emphasizes the importance of lifelong learning
- To provide students with a program to obtain academic and future employability skills in a positive environment that is outside the boundaries of the traditional classroom
- To instill responsibility for the students' own learning by taking an active role in setting personal goals
- To provide an environment that adheres to strict standards of performance and high expectations for student success

EXPECTATIONS:

The most important aspect of the URCEO program is student success. Our expectations are very high. Therefore, it is essential for each URCEO student, regardless of grade level, to be dedicated enough to work to his/her potential, making this program a rewarding and beneficial experience.

INDIVIDUAL LEARNING PLAN:

All student enrolled in the URCEO Correspondence School must complete an Individual Learning Plan (ILP) outlining their course studies for the year. This plan is developed jointly by the parent, the online instructor and the student. The ILP must include an on-going assessment and be designed to meet proficiency towards completion of the state standards. Throughout the year, our teachers can adjust the plan, focusing on areas that need improvement and building on strengths as the student progresses.

URCEO SPECIAL SERVICES

COMPUTER TRAINING:

- URCEO will provide ongoing computer training workshops focusing on online reporting, navigating PC operating system, basic computer troubleshooting, electronic communication, and specific productivity and creative software applications.
- URCEO will also accept appointments to work with parents and students on computer related questions and training.

INTERNET SERVICES:

- Many of the informational services available through URCEO are web-based. We expect that our URCEO families will maintain a subscription for Internet services while enrolled in our program or have access to public Internet service.
- A high speed internet connection is necessary for accessing the Plato online curriculum (dial up is not sufficient)

URCEO TEACHERS:

- Online students will be required to contact a URCEO staff member at least twice per week for progress checks, updates, testing and other educational needs.
- The URCEO teacher will monitor academic progress and for High School students, URCEO will maintain accurate records of all credits completed for state graduation requirements.

URCEO WEBSITE INFORMATION:

- URCEO maintains a general program information website. This site is useful for general program information, important dates and deadlines and downloadable forms. That website is: www.eaglepnt.k12.or.us

That will bring you to the District 9 Home Page. From there, go to schools and scroll down to URCEO.

RECORD KEEPING:

- URCEO will collect and maintain grade reports, progress reports and Programs of Study in a permanent file for each student enrolled in the program.
- Transcripts are maintained for all students enrolled in the URCEO High School and are available for inspection during regular business hours. For transcript copy request, contact Janell Burns at 541-830-6602.

COUNSELING SUPPORT SERVICES:

The URCEO teaching staff has partnered with the EPHS academic counselors for the purpose of tracking and monitoring credits for all High School level students. Our diploma requirements and transcripts adhere to district and state policy and must be recognized by other organizations.

URCEO
PLATO COURSES
ELEMENTARY (GRADES K-6)

ELEMENTARY CURRICULUM OFFERED:

Essential Reading Skills
Essential Writing Process and Practice
Fundamental/Intermediate Reading Strategies
Reading Explorations
Math Fundamentals
Math Expeditions
Math Problem Solving
Multiple Foreign languages (Rosetta Stone)

URCEO
PLATO COURSES
SECONDARY (GRADES 7 – 12)

SECONDARY CURRICULUM OFFERED:

English 7-12 A/B
Pre-Algebra A/B
Algebra 1-2 A/B
Geometry A/B
Consumer Math
Biology A/B
Chemistry A/B
Physical Science A/B
Life Science A/B
Basic American History 1-2 A/B
American History 1-2 A/B
World History A/B
Geography A/B
Civics A/B
U.S. Government A/B
Economics A/B
Health
Art History and Appreciation
Computer Applications & Technology
Multiple Foreign languages (Rosetta Stone)

URCEO ENROLLMENT AND ELIGIBILITY

- *A copy of each student's birth certificate must be on file
- *Students enrolled full-time in URCEO may not be enrolled full-time in any other public school.
- *A program of study will be completed with the assistance of a URCEO teacher at the time of enrollment.
- *All URCEO parents are required to have monthly contact with a URCEO teacher by e-mail and/or phone.
- *All URCEO parents will be expected to have an e-mail account so that the teachers can share information with you regarding your student's progress, upcoming deadlines, and any other important information.

ENROLLMENT:

Upon enrollment, you will need to complete all forms in the district enrollment packet and provide all needed documentation: birth certificate, immunization records, guardianship papers, etc. (if applicable).

New students to the district:

New students currently enrolled in programs outside District 9 will pick up enrollment forms from the URCEO office at 129 S. Platt Street in Eagle Point. The student intake and ILP will take place at a scheduled meeting with the online instructor.

Students currently enrolled in a District 9 school program will be required to complete the enrollment packet but the intake approval process will take place at the URCEO Placement Meetings, which are held weekly. Those students will pick up their enrollment packet at the URCEO building but return it to their assigned District 9 school office (High School students will return their forms to the Eagle Center).

During the enrollment process, past records and performance will be reviewed to make sure each student is properly placed within our program. At the high school level, counselors approve the student's courses to determine acceptable credit levels, preparation for future goals, and which course level is most appropriate.

RELEASE OF RECORDS:

URCEO will submit a Release of Records form for enrolling students who have previously attended other schools. **A parent signature is required.**

DUAL ENROLLMENT:

URCEO students will have the opportunity of dual enrolling at their assigned District 9 elementary, middle school or high school for classes not offered through URCEO. These could be either elective or core classes. Dual-enrollment is contingent upon agreement of terms between all parties involved.

GRADE LEVEL PLACEMENT:

High school students will be placed according to the number of credits completed with proper documentation.

Freshman	9 th grade	0 – 6 credits
Sophomore	10 th grade	7 – 12 credits
Junior	11 th grade	13 – 18 credits
Senior	12 th grade	19 – 24 credits

GRADING SCALE:

The approved District 9 grading scale for grades 9 – 12 is:

A	(90 – 100 %)	Outstanding Achievement	4.0 grade points
B	(80 – 89%)	Above Average Achievement	3.0 grade points
C	(70 – 79%)	Average Achievement	2.0 grade points
D	(60 – 69%)	Below Average Achievement	1.0 grade points
F	(0 – 59%)	Little or No Achievement	0.0 grade points
I		Incomplete	0.0 grade points

UNIT TESTS-POSTS TESTS (for High School students):

You will only be allowed to take these tests ONE time for a grade so take it seriously and take your time.

GRADUATION CEREMONY (for High School students):

Two graduation ceremonies are held each year for those students who complete all requirements for a high school diploma and for those students who pass all 5 GED tests at Rogue Community College. The first ceremony is held mid-year in January or February for those students who have completed by that date and the second ceremony is held in June for all remaining students.

U.R.C.E.O. **ACADEMIC INFORMATION**

COMPONENTS OF PLATO:

Students will complete all Pre-tests, On-line modules, Offline Activities, Unit Tests and Semester Tests.

Pre Tests:

*You have the ability to earn “exempt” status based on knowledge

On-line Modules: (Tutorials, Applications & Master Tests)

*Students may attempt the master test 1 time without working through the tutorial

Offline Activities:

*Students will have to print from home computer or save to a thumb drive and print at the Center.

*Offline activities may be dropped off, mailed or sent electronically

Unit Tests:

*Student must complete modules before taking the unit tests. Collaborate with your instructor.

Semester Tests:

*Must be done at the Learning Center.

ACADEMIC INFORMATION: continued

ONLINE STUDENT EXPECTATIONS:

Parents/Families/Students are required to maintain weekly contact with their advising teacher. This contact can be made via an office visit, telephone call or e-mail communication. Weekly contact ensures that each student is making adequate progress and allows for intervention to occur if problems have arisen or to identify if additional resources are required. The Plato program allows the online teacher to monitor how much time students are spending on their particular units of study.

Students are **REQUIRED** to check in with their assigned teacher on two (2) occasions each week. Check-ins must be **STUDENT INITIATED**.

Elementary and Middle School students:

One check in by phone or e-mail and the other face-to-face with the instructor

High School students:

Two check-ins, preferably one by e-mail and the other by phone

CHECK-INS ARE NOT OPTIONAL – THEY ARE MANDATORY!!! A student's continued placement in the program is contingent on meeting this requirement. Two weeks of non-check ins will result in your student being withdrawn from the program.

The Plato program will allow each student to view their progress on a bar graph as they advance through the coursework. All staff members will also monitor the progress of their students to ensure that adequate progress is being made and to answer any questions that a student may have.

It is highly suggested that you purchase a binder or spiral notebook to use for taking notes as you progress through the tutorials. Definitions and formulas pertaining to the various content areas are suggested noteworthy items and these notes may be used on all of the Plato exams except for the Semester tests.

Student will only be allowed to work on a maximum of 2-3 Plato course subjects at any given time.

The expectation for all students is to retrieve a minimum of 1.5 credits every 9 weeks.

Grade/progress reports will be sent home every 4½ weeks.

REQUIREMENTS OF A STUDENT IN GOOD STANDING:

Follows weekly check-ins

For High School students, adequate progress toward credit retrieval or GED prep work

STUDENT ON ACADEMIC PROBATION:

Has achieved less than 1.5 credits in a 9 week period

Has not maintained regularly required check-ins

POSSIBLE REMOVAL OF STUDENT FROM PROGRAM:

Inadequate progress

Failure to follow expectations of program

ROLE OF STUDENTS:

- Dedicate a minimum of 3 hours per day to your online coursework.
- Check in with your instructor 2 times per week.
- Follow the guidance of the URCEO teaching staff.
- Take pride in your education. Put your best effort forward.
- Be a dedicated, self-directed learner.
- Always be respectful and courteous to other students and staff members when visiting and/or working in the Learning Center.
- Remember that all school rules and expectations are also expected of students working in the Learning Center – it is a District 9 school facility.

ROLE OF STAFF:

- Track each student's progress on a weekly basis through completion of the program.
- Provide academic support for all students.
- Provide feedback to the students and parents on work completion.
- Maintain an open line of communication with students and parents.
- Provide a safe, welcoming and nurturing and disciplined environment in the Learning Center for those students who choose to work at the Center.
- Assign appropriate courses in cooperation with the Academic Advisors to ensure that students are working towards meeting graduation requirements.
- Assign grades upon completion of a course.
- Work closely with Counselors and the Registrar to ensure that all completed credits are being recorded on the official transcript.
- Work closely with RCC to monitor and track progress of all GED students.

HOME TEACHER:

All online students must have a responsible adult (usually a parent or guardian) who will agree to supervise and assist the student as his/her home teacher. The home teacher is responsible to assist the student in completing homework, supervising tests and returning student work (off-line assignments, projects, etc.) to the online instructor for grading/evaluating. Even a child who seems to be an independent worker requires supervision to observe and ensure that all work is actually being completed. The home teacher needs to continually be available to provide instruction to the student. Teaching children at home by correspondence study is a full-time job. The home teacher also must maintain regular contact with the online instructor. Communication is always a key component in the educational world, but it is essential between the parent, student and teacher in a correspondence school setting.

Following is a list of duties and responsibilities of the home teacher:

ROLE OF PARENTS:

- Facilitate a positive learning environment for your student.
- Provide academic support for your student's learning.
- Provide encouragement and feedback to your student regarding their work completion.
- Maintain an open line of communication with the staff of URCEO.
- Develop a daily calendar with your student that has built in time to work on the school curriculum (minimum of 3 hours per day). Help your student plan effective use of time.
- Follow up daily regarding your student's progress.
- Work with your student to make arrangements for turning in off-line assignments and getting to and from the Center for Semester exams.
- Notify the program office of any change in address, telephone numbers or e-mail address

URCEO **COMPUTER USE**

The fundamental principle of our District 9 Internet and Technology Usage Agreement states that with those privileges comes the undeniable obligation to act in a legal, ethical and responsible manner at all times.

Students and parent will be required to read and sign an Internet Access Agreement document with the school district before Internet access will be granted to the student.

EXPECTATIONS:

Respect the Equipment:

For those students who use the district computers, please remember that they are expensive, delicate educational tools that are not easily replaced. The screens should not be touched, the computers are not to be moved or tampered with and the cords/cables/plugs/etc. should be left exactly as is.

Respect the Software:

The District 9 computers have approved software installed for purposes related to the nature of our assigned educational programs and intended for schoolwork purposes only. No software is to be added or deleted. No students are to access systems files. If other software is installed on the machines, it may cause system conflicts or license violations.

The Internet is a Tool:

Access to the internet is provided through the District 9 computers and is to be used to research information and graphics directly relating to the student's schoolwork. Access is not to be abused or privileges may be denied.

Printing:

It is required to complete all drafts of work before printing final copies on paper. All attempts to minimize paper use throughout the district must be observed. Excessive printing or printing for personal needs rather than schoolwork is strictly prohibited.

EXPECTATION OF PRIVACY:

- There should be no expectation of privacy regarding the contents of computer files or communication undertaken by way of the district computers and/or network.
- Teachers and/or school district administration may conduct an individual search of a student's computer files, music, video, e-mail or other related items.
- The district will cooperate with local, state and federal officials in any investigation related to suspected illegal activities conducted through the district computer systems.

COMPUTER USE: continued

PROHIBITED USE:

The user is responsible for his/her actions and activities involving school district computers, networks and Internet services and for his/her computer files, passwords and accounts. Examples of unacceptable uses that are expressly prohibited include, but are not limited to the following:

1. **Inappropriate Materials:**
Accessing or attempting to access inappropriate materials, submitting, posting, publishing, forwarding, downloading, scanning or displaying materials that are defamatory, abusive, obscene, vulgar, sexually explicit, sexually suggestive, threatening, discriminatory, harassing and/or illegal.
2. **Illegal Activities:**
Using the school district's computers, networks and Internet services for any illegal activity or that violates other Board policies, procedures and/or school rules.
3. **Violating Copyrights:**
Copying or downloading copyrighted material without the owner's permission.
4. **Plagiarism:**
Representing as one's own work any material obtained on the Internet (such as term papers, articles, etc.). When Internet sources are used in student work, the author, publisher and Web site must be identified.
5. **Copying, Downloading, Installing or Modifying Software:**
Copying, Downloading, installing or modifying software without the express authorization of the system administrator.
6. **Non-School Related Uses:**
Using the school district's computer, network and Internet services for non-school-related purposes such as private financial gain, commercial, advertising or solicitation purposes.
7. **Misuse of Passwords/Unauthorized Access:**
Use of other users' passwords without permission.
8. **Malicious Use/Vandalism:**
Any malicious use, disruption or harm to the School District's computers, network and Internet services, including but not limited to hacking activities and creating/uploading of computer viruses.
9. **Unauthorized Access to Chat Rooms:**
Accessing chat rooms without specific authorization from the supervising teacher.
10. **Cyber Bullying:**
Includes, but is not limited to the following misuses of technology: harassing, teasing, intimidating, threatening, or terrorizing another student, staff member or person by way of any technological tool, such as sending or posting inappropriate or derogatory email messages, instant messages, text messages, digital pictures or images, or website postings (including blogs).

CONCERN/COMPLAINT PROCEDURE

School Board policy advises the public that the proper channeling of concerns and complaints involving the personnel, instruction, discipline or learning materials is as follows;

1. Teacher
2. Assistant Principal (Program Administrator)
3. Superintendent
4. School Board

Every effort should be made to resolve a concern at the earliest possible state. If the concern relates to a staff member, a discipline issue, an instructional issue, or any other classroom related concern, we sincerely encourage parents/guardians to attempt to resolve concerns personally with that staff member before contacting any other adult.

Concerns and complaints will always be investigated by the administration before consideration and/or action by the Board.

We ask that all official complaints please be put in writing and signed by the concerned party. Anonymous correspondence will not be considered.

Again, we feel strongly that communication is our best ally. Our staff welcomes dialogue with parents/guardians and students. Working as a team on behalf of our students set the stage for success and a positive educational experience.

URCEO OFFICE INFORMATION

Upper Rogue Center For Educational Opportunities
129 S. Platt St.
P.O. Box 198
Eagle Point OR 97524

Phone 541-830-6720
Fax 541-826-4872

PROGRAM STAFF:

Tina Mondale	Principal of Record	mondalet@eaglepnt.k12.or.us	541-830-6565
Tim Rupp	Program Administrator EPHS Assistant Principal	ruppt@eaglepnt.k12.or.us	541-830-6716
Cristi Remick	Head Teacher	remicke@eaglepnt.k12.or.us	541-830-6720
Ken Donnelly	Teacher / GED Prep	donnellyk@eaglepnt.k12.or.us	541-830-6660
Marsha Lee	Teacher / Online Programs & Diploma Track at Learning Center	leem@eaglepnt.k12.or.us	541-261-8873

SIGNATURE PAGE

By signing this page, I agree that I have read and understand the procedures, guidelines and expectations as set forth in the URCEO Handbook. This handbook represents expectations for both the URCEO Learning Center School and the URCEO Correspondence School.

This signed document will be kept on file in the student's confidential file. All files will be kept at the URCEO office.

Student Name _____
(please print)

Student Signature _____

Date _____

School Year _____

Parent/Guardian Signature _____

Date _____

School Year _____