

# STUDENT *and* CAREGIVER/LEARNING COACH HANDBOOK

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GWUOHS ■ 2023-2024



THE GEORGE  
WASHINGTON  
UNIVERSITY  
WASHINGTON, DC

ONLINE HIGH SCHOOL  
POWERED BY K12

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## WELCOME AND SCHOOL OVERVIEW

### WELCOME

Welcome to The George Washington University Online High School (GWUOHS), an independent private school for academically talented students in grades 8-12 who seek a rigorous yet flexible college preparatory program and are motivated to prepare for a life in which they contribute significantly, responsibly, and respectfully in a global society.

### GWUOHS AND K12

Begun in July 2010, GWUOHS is a partnership between The George Washington University and K12, the leading provider of online education for grades K–12. Both organizations share a commitment to deliver world-class, personalized education with the singular goal to help each student reach his or her true, personal potential. The partnership brought together the experienced and successful online educational resources of K12 and the educational research power of GWU. These combined to launch GWUOHS with proven curriculum and an opportunity for advanced research to inform best practices as the school grows and new technologies emerge. Out of this partnership comes a unique collaboration where students benefit from two organizations skilled at improving student achievement at the secondary and higher educational levels. For more information, please visit [K12.com](http://K12.com).

### ACCREDITATION

GWUOHS is accredited by the Middle States Association of Colleges and Schools Commissions on Elementary and Secondary Schools and is a National Honor Society Charter. Accreditation means our programs and curriculum meet rigorous standards recognized by colleges, universities, and employers.

### MISSION STATEMENT

The mission of The George Washington University Online High School is to educate and inspire academically talented and motivated students who seek membership in a school community that values and cultivates hard work, integrity, appreciation of diversity, love of learning, compassion, and high personal expectations. Through intensive, interactive online collaboration, the GWUOHS experience prepares students to contribute significantly, responsibly, and respectfully in a global society.

Our vision is to create a premier online high school designed with one goal in mind: to provide a personal educational experience that prepares students for success in high school, college, and life.

### SCHOOL BELIEFS

At GWUOHS, we invest in teaching eager and open minds and commit to providing the best possible, independent, pre-college education.

GWUOHS teaching means greatness in action, which we demonstrate in the following ways:

- We act with kindness and strength of character.
- We share in the excitement of learning.
- We are passionately committed to ongoing professional development.
- We contribute to the GWUOHS learning community outside of our respective disciplines.
- We embrace and respect diversity.
- We demonstrate a comprehensive understanding of why it is important to become familiar with students' background knowledge and experiences.
- We articulate clear learning goals and provide a rationale for why the goals are important.

- We accurately explain how the content of lessons fit into the overall structure of a course.
- We choose methods, activities, and materials, including technology, that allow for an excellent differentiated learning experience.
- We know how to use formative and summative assessment results in planning future instruction.
- We successfully establish appropriate rapport with students.
- We respond to disruptive behavior in a mission consistent way.
- We create a safe online learning experience.
- We use activities and strategies specifically designed to encourage students to think creatively and critically.
- We collaborate with colleagues.
- We proactively communicate with students and their families.
- We give and seek substantive feedback.
- We make every decision based on our mission.

GWUOHS learning means greatness in action, which students demonstrate in the following ways:

- Students act with kindness and strength of character.
- Students share in the excitement of learning.
- Students are passionately committed to ongoing growth and development.
- Students contribute to the GWUOHS learning community outside of their academic lives.
- Students embrace and respect diversity.
- Students successfully establish appropriate rapport with peers and teachers.
- Students actively participate in a safe online learning experience.
- Students strive to think creatively and critically.
- Students collaborate with classmates.
- Students proactively communicate their needs to teachers, advisors, and administrators.
- Students give and seek substantive and constructive feedback.
- Students make every decision based on the GWUOHS mission.

## **ADMINISTRATIVE INFORMATION**

### **ACADEMIC AND HOLIDAY CALENDAR**

While GWUOHS offers a flexible learning environment within its courses, the school operates on a traditional semester schedule. Applications are reviewed year-round, but enrollment takes place prior to the fall and spring semester start dates. The school’s fall and spring semester calendars can be found here: <https://www.gwuohs.com/admissions/23-24-sy-school-calendar.html>, including important deadlines and holidays for the 2023-2024 school year.

### **GETTING STARTED**

#### **PROGRAM INFORMATION**

GWUOHS is designed to meet the needs of students who seek a rigorous college-preparatory program through a flexible online school experience with access to private school services, such as clubs, activities, guidance services, and college advising. Students at GWUOHS go to school online using our robust learning management system, which hosts online courses and course management tools for students, teachers, and parents. This platform offers a single place where students can access any information related to their academic life at GWUOHS. Students use the learning management systems to:

- Access their courses
- Take assessments
- Review grades
- Manage their course schedule
- Interact with peers in an online community

### **HOW CLASS SESSIONS WORK**

All GWUOHS classes are conducted using a combination of asynchronous and synchronous (or “real time”) components—the combinations may vary based on the course.

Courses contain asynchronous reading, activities, assessments, and videos, as well as synchronous “live” sessions conducted by the teacher at predefined times. These live sessions are recorded, so students can “attend” a missed session or review a session again if needed.

Central to these synchronous ClassConnect sessions is the online classroom technology our teachers use called Newrow, which provides a whiteboard for live online instruction, the ability to conduct multi-student discussion and collaboration, and space for instructional slides as well as file and video sharing. This technology enables teachers and students to engage in a live virtual discussion as if they were in a physical classroom. Our faculty members also use Newrow for Help Desk sessions, one-on-one sessions with students, and parent–teacher conferences.

### **JOURNEYS SYMPOSIUM**

The Journeys Symposium is a course sequence unique to GWUOHS that takes students through a process of self-discovery, leading to a fulfilling high school experience and successful college placement. This flexibly structured voyage—interactive, introspective, and inspiring in equal measures—also provides students with a framework for living life well.

In the symposium, the GWUOHS faculty helps students navigate their passage from the classroom to the real world. Students receive the tools needed to wrestle more confidently with personal experience—which is key to their success in college and beyond.

#### ***8th Grade: Jumping into Journeys***

Jumping into Journeys alludes to the 8th grade transition into high school. This course challenges 8th graders to actively map out their plan for academic success, including course scheduling and progression, career exploration, self-reflection, and preparing for the rigor of high school, among other topics.

#### ***9th Grade: Career Planning: Envisioning, Exploring, Evaluating***

Students explore and evaluate their personal interests, habits, and preferences through writing exercises and guided experiences that give them greater insight into themselves and each other. Part of this immersion in self-awareness is an assessment of their learning styles and needs. Each student emerges with a concrete set of goals, as well as a foundation in career exploration. College preparation: students develop skills in taking notes, strategies for taking tests, a high school academic plan, and PSAT and career preparation, along with other important topics.

#### ***10th Grade: Service to a Cause: Community, Compassion, Commitment***

Students are challenged to incorporate their developing self-awareness into the realm of team and community by taking part in a hands-on service experience of their choice. Critical to this endeavor is in-depth analysis and reflection on the dynamics that lead to effective team action and community involvement. The result is a blueprint that students can use for skillful and responsible stewardship in the

future. College preparation: students experience service-learning activities needed for college admission and preparation for the SAT/ACT tests.

### ***11th Grade: Laying the Post-Secondary Foundation: Visualizing, Preparing, Planning***

Students continue to apply their sense of self and understanding of community by building and sharing their own unique stories. This third year stresses the conviction that every individual adds a distinctive, vital chapter to the whole human story. Through an iterative series of writing challenges, presentations, and discussions, each student crafts a powerful personal narrative that can be used as his or her decisive college application essay. College preparation: students receive continued SAT/ACT preparation, college essay writing skills, assistance with plans for college visits, as well as additional college-prep related content.

### ***12th Grade: The Capstone Project: Achievement into Action***

Students study different leadership styles and theories as they apply to real-life situations. Also, the College Application process is covered step-by-step in this course.

Students also research, examine, and report on examples of courage, motivation, influence, and triumph, which becomes more personally relevant through their work on a Capstone Project— a self-selected, hands-on leadership opportunity.

For the Capstone Project, each 12th grader picks an area of study based on his or her area of concentration. Participants work with the Journeys Symposium instructor throughout the entire capstone experience. Once an area of study has been identified, and approved by a faculty committee, students partner with a mentor and conduct research in their area of interest. Students present their completed Capstone Project to a panel of judges prior to the end of the semester. College preparation: students receive assistance completing college applications during the Fall semester. \*Please note – successful completion of the Capstone project is a requirement for graduation.

## **COURSE SELECTION AND TRANSFER CREDIT**

After completing the enrollment application, speaking to an enrollment coordinator, and submitting the necessary forms and documentation, your student will be assigned a college counselor who will schedule a conference to discuss course recommendations and transcript analysis, as needed. Students interested in NCAA-eligible courses through GWUOHS should discuss their expectations with their college counselor upon enrollment and their counselor upon scheduling to ensure appropriate courses are selected. GWUOHS is a full-time school; therefore, all students are expected to complete a minimum of six credit hours per academic year (or six courses per semester) toward the twenty-four credit hours required for graduation. Our college counselors work closely with students to create a multi-year academic plan tailored to reflect the student's college goals, interests, and skills. \*Please note – there is an additional charge if over six courses per semester are taken – our admissions representative will gladly speak with you regarding those charges.

Official transcripts are required to post transfer credits to the student's account. Unofficial transcripts can be used during admissions for course selection purposes.

## **TRANSCRIPTS, REPORT CARDS, AND OTHER DOCUMENTATION**

Proof of success in prior coursework helps our counselors determine the appropriate courses for students. As such, documents such as report cards for middle school and transcripts for high school are required before acceptance to GWUOHS. All received documents are reviewed upon receipt and placed in the



student's file. Official school records are stored at the Registrar's Office and will be approved or denied based on school criteria.

All relevant documentation can be sent to [gwuohsregistrar@k12.com](mailto:gwuohsregistrar@k12.com).

Transcripts must be in English with an original copy (in language of issuance) attached. Foreign transcripts frequently require external evaluation to verify compatibility with GWUOHS graduation requirements. For additional information, please contact [gwuohsregistrar@k12.com](mailto:gwuohsregistrar@k12.com).

### **COURSE PREREQUISITES**

Many of our higher-level courses require successful completion of lower-level courses. For a student to enroll in a course with an established prerequisite, the student must provide documentation of successful completion/earned credit for the prerequisite. Please see the course catalog for a listing of course prerequisites.

### **ADVANCED PLACEMENT® (AP®) COURSES**

AP courses feature their own specific requirements that are as follows:

- Maximum number of AP courses a student may take:
  - GWUOHS students may enroll in a maximum of three AP courses per term. Written requests to enroll in more than three AP courses may be submitted to the student's advisor. The GWUOHS leadership team will review and approve/deny such requests.
- Students must meet the pre-requisite requirements and be in good academic standing to enroll or continue to enroll in and/or continue in AP courses.
- AP exam policy
  - It is the expectation that all GWUOHS students enrolled in AP courses will be prepared for success on the AP Exam. However, in cases where a student is not succeeding in the course, the teacher may recommend that the student forgo the exam.
  - It is the responsibility of all AP students to manage their own AP exam-taking process. Students are responsible for researching and locating AP exam sites, registering for the AP exam, paying for the AP exam, and sitting for the exam – be sure to use the school's CEEB code when registering/taking the AP exams (471066).
  - Students should register for the AP Exam at the start of the school year in which they are taking the AP course. October 1<sup>st</sup> is the deadline to register for AP Exams.

### **TRANSFER OF CREDITS PRIOR TO ENROLLMENT AT GWUOHS**

GWUOHS allows the transfer of high school course credits for full-time students, provided an official transcript is submitted from the school where the credit was earned. GWUOHS will determine which credits are recognized and in which subject credit is awarded. Credits earned at other K12-powered private school programs will be accepted for transfer to GWUOHS. Students transferring from other K12-powered schools are subject to the school's diploma requirements found in this policy handbook. GWUOHS does not transfer weighted quality points for courses taken outside of GWUOHS.

While the Registrar Office does an unofficial credit analysis during enrollment to assist in course placement, full-time students hoping to transfer a high school course credit taken elsewhere will not receive an official audit and posting of transfer credit until those documents are received. Official transcripts are analyzed by the Registrar's Office, and students will receive notification of transfer credit decisions and posting of credits. Official transcripts from other institutions that have been presented for admission or evaluation become part of the student's academic file and are not returned or copied for distribution.

## **NCAA ELIGIBILITY**

GWUOHS is proud to offer NCAA-approved courses – many of our courses can be used for NCAA athletic eligibility. For more information and a listing of eligible GWUOHS courses, please visit the NCAA site and use CEEB code 471066.

## **TRANSFER CREDITS TAKEN WHILE ENROLLED**

Once fully matriculated, any credits taken outside of GWUOHS must be pre-approved by administration to be considered as potential transfer credit. Please visit the GWUOHS website, forms, and documents section to download a [Transfer Credit Request Form](#).

Eighth-grade students are permitted to take high school courses for high school credit. These courses will count for both middle school full-time load requirements and for the high school diploma requirements and will be visible on the students' permanent records.

## **TRANSFERRING CREDITS EARNED AT GWUOHS**

Course credits earned at GWUOHS are transferrable at the discretion of the receiving school, which has the right to award or deny credit transfers as based on their policies.

## **TRANSFER/POSTING OF CREDITS WHILE HOMESCHOOLING**

Many students who enroll in GWUOHS have been homeschooled or have learned in similar non-traditional programs. For previous homeschool experience to be considered for transfer credit, GWUOHS has developed the following guidelines:

- Students enrolled in GWUOHS may be offered credit for previous homeschool or independent study courses consistent with the high academic standards and policies of the school. The school recognizes the value of supervised independent study to enrich students' academic experience.
- Families should submit detailed documentation or student assessment documents as part of their request.

GWUOHS will carefully evaluate and assess a student's previous homeschool or independent study work to determine how the work may be recognized as high school credit. To transfer credits earned while homeschooled, the student must fill out the Homeschool Credit Evaluation Kit found in the Admissions Packet for each course and on the [GWUOHS Website](#). The family should complete the packet and submit it to [GWUOHSregistrar@k12.com](mailto:GWUOHSregistrar@k12.com). The student's enrollment advisor will provide additional information about required documentation.

## **DUAL-ENROLLMENT POLICY**

Full-time students can take dual credits in their junior and senior years, meaning students are dually enrolled with GWUOHS and at a college or university. GWUOHS has relationships with various colleges and universities to make dual enrollment an easier and more successful option for students. Students are not required to utilize the partner schools, but there is a streamlined enrollment process in place with the partner schools. Tuition rates and course offerings vary from partner to partner. Students and LCs should speak with their college counselor to discuss the DE opportunities.

- GWUOHS students have the potential to earn credits through GWU. Courses may be taken during the school year and/or during the summer. More information about the program may be found at <https://nondegree.gwu.edu/gw-online-high-school>.
- Northern Virginia Community College (NOVA) offers an extensive catalog of core and elective courses for students. For more information, please speak with your college counselor.

Please note, students must take a minimum of 6 GWUOHS credits to earn a diploma. Therefore, a student who transfers into GWUOHS for 12<sup>th</sup> grade may not be eligible to dual enroll.

Students desiring to take dual credits at schools other than the K12 partner schools should follow the following guidelines.

- Before enrolling in a concurrent program, students should receive authorization from academic administration to ensure the credits will transfer via the [Transfer Credit Request Form](#) found on the GWUOHS website. Once completed, the form should be submitted to the student’s counselor.
- Students seeking dual enrollment need to provide a course description outlining credit value that will be earned for approval. Failure to do so CAN result in the course not transferring.
- Academic administration will approve the course for the student, and the Registrar will note the pre-authorization in its records.
- Number of credits awarded for each college course taken will be determined on a case-by-case basis.
- Only credits that have been pre-approved as counting toward the GWUOHS diploma will be awarded on the official transcript. These courses will include the college name on the high school transcript. If other college courses not pre-approved have been taken by the student, they will not appear on the transcript.
- Dual Enrollment with GWUOHS partner programs may be eligible for discounts and tuition benefits, these include GWU and NOVA. Non-partner programs are not covered as part of GWUOHS tuition costs. Any tuition or course fees required by the college or university are the responsibility of the student/family.

Students should be aware that dual enrollment will not always count as college credit at other post-secondary institutions. Students should check college policies on transfer credits. GWUOHS reserves the right to accept, review, revoke, and/or hold any transfer credits from previous schools when it determines necessary to preserving the academic integrity of the school. Please also note – students who dually enroll must follow all policies and procedures of the institution in which the student is dually enrolled.

## **COURSE AUDITS**

Auditing a course allows a student to take a course without the benefit of a grade or credit for a course. Generally, a student who audits a course does so for the purposes of self-enrichment and academic exploration. Currently, GWUOHS does not allow students the option of taking coursework for audit. All courses taken at GWUOHS, and courses approved from another institution will appear on the official transcript, with a letter grade.

## **GWUOHS ADVISORS**

The GWUOHS advising program serves to assist students through their high school experience. Advisors meet weekly with each student on an individual basis throughout the school year. During sessions, advisors are available to discuss academic and non-academic concerns, e.g., scheduling questions, studying for exams, and/or extra-curricular opportunities. Advisors hold monthly meetings with the parents/ learning coaches of their advisees. The purpose of these meetings is to make sure the parent/learning coach is fully aware of the student’s academic progress and to proactively address any questions or concerns.

## **ADVISOR-ADVISEE COMMUNICATION**

Advisors hold live weekly check-in sessions with all advisees to provide guidance and to discuss progress. If a student is unable to meet for a check-in, it is important that they notify their advisor. Students’ commitment to attending these weekly check-ins helps foster personal integrity consistent with the GWUOHS mission.

Additionally, our advisors meet monthly with each of their advisees' learning coaches/parents to discuss students' progress and address any questions the learning coaches may have. These meetings are highly beneficial for learning coaches to attend to support the partnership for student success.

## **CONFIDENTIALITY POLICY**

GWUOHS recognizes the importance of the physical and mental safety of our students. Students should be aware that GWUOHS maintains an ethical and moral obligation to refer students in need to community services and confidentiality may be breached under a number of conditions that include but are not limited to the following:

- If a student has suffered child abuse or knows of another individual who has.
- If a student threatens to harm himself/herself or others.
- If a student has witnessed or taken part in a crime.
- If a student indicates she is pregnant or if a male student indicates he impregnated a minor.
- Any situation where a legal document requests such information.

## **STUDENT ONBOARDING PROGRAM**

To facilitate a successful virtual education experience for your student, GWUOHS has developed a Student Onboarding Program to ease students into the online learning environment and to prepare them for the start of school. The program begins up to one week before the start of school after the student has successfully completed the enrollment and admissions processes. Onboarding will vary depending on a student's grade level.

On or before the first day of school, students will take a required Online Learning Course to introduce them to the virtual classroom environment. Students spend the majority of their orientation time (two to four hours) working asynchronously in this course, which provides almost all the orientation and instruction required for both new and returning students. The course content is available for reference for the remainder of the school year. Parents/Learning Coaches are encouraged to review the Online Learning Course with their student. **\*\*Please bear in mind that the grade for the Online Learning Course does not count toward students' GPA.\*\***

Additionally, prior to the first day of school, it is important for students and learning coaches to:

- Attend New Student Orientation Session (held prior to the start of the year).
- Meet with advisor.
- Attend All-School Assembly (date and time TBD).
- Attend teachers' orientations.
- Ensure access to all courses.
- Print out all course calendars.
- Ensure materials/textbooks have been received.
- Set-up a school Skype account for quick access to school staff.
- Set-up and account with the K12 Zone.

For technical issues, please contact Customer Service at 866-512-2273 or visit <https://www.help.k12.com>.

## ROLE OF PARENT/LEARNING COACH

GWUOHS students access their learning resources online, and while GWUOHS teachers and advisors support their learning, there is still a need for support and guidance from an adult who is physically with the student to supervise the learning and monitor progress. GWUOHS refers to this “at home” role as the Learning Coach. Most frequently the Learning Coach is a parent, but it can also be a tutor or other designated adult responsible for the student’s day-to-day learning supervision. Parents will be asked to identify the Learning Coach, and GWUOHS will communicate regularly with that designated Learning Coach as identified throughout this handbook.

## ACADEMIC AND OPERATIONAL POLICIES

### GRADUATION REQUIREMENTS

To receive a GWUOHS diploma, students must meet the following requirements:

- Be no older than 21 years of age on or before the start of their final semester with GWUOHS
- Have earned at least 6 credits with GWUOHS
- Be a GWUOHS student for their two final (consecutive) semesters
- Have earned a minimum of 24 credits by satisfying the course requirements as detailed in the chart below

### COURSE REQUIREMENTS

Subject Area	Credit Requirement	Specifics (if applicable)
English	4 credits	
Math	4 credits	Algebra 1 and higher
Science	3 credits	Must include 2 lab science credits*
History	3 credits	Must include World History and US History
World Language	3 credits	
Journeys Symposium	4 credits	Or .5 credit per semester of school taken with GWUOHS***
Electives/Concentration	3 credits	See paragraph below

*\*Lab sciences may include biology, earth science, chemistry, and physics.*

*\*\* Students seeking a competitive college preparation path should strongly consider taking 3 credits of the same world language to fulfill this requirement.*

*\*\*\* Students who transfer to GWUOHS in grade 10, 11, or 12 will only be required to take .5 credit of Journeys per semester of school with GWUOHS. For these students, the total credits required to earn a GWUOHS diploma must still equal 24. Any remaining credits may be fulfilled by electives.*

To fulfill elective credit requirements, students are to take subjects that align with their intended area of study in college. The GWUOHS advisors and college counselor can help students design their

concentration of elective courses schedule. Students choose a concentration at the end of the 10th grade or upon initial scheduling if a student joins GWUOHS in 11th or 12th grade. (Note: 11th and 12th grade transfer students should work with a GWUOHS college counselor to determine their individual requirements and/or elective credit needs.) The chart below provides examples of the way elective credits could be allocated in a student’s junior and senior year to fulfill the concentration requirement.

Subject Area	Credit Requirement	Specifics (if applicable)
Liberal Arts	3 credits	Combination of history, world language, fine arts courses, and/or English courses beyond the credit requirement
Science, Technology, Engineering, and Math (STEM)	3 credits	Combination of science and/or technology courses and/or math courses beyond the credit requirement
Entrepreneurial	3 credits	Combination of entrepreneurship, business, and/or economics courses
Independent	*3 credits	*Speak with your advisor regarding this option.

Candidates for a GWUOHS diploma may not repeat a course in which they received a grade of D- or better unless required by the instructor or approved by GWUOHS administration. A written request explaining the circumstances must be submitted to the instructor before being approved.

### GRADING SCALE

The following grading scale is applicable for both middle school and high school students. (Note: quality points only apply to high school students.)

Letter Grade	Grade Range		Points
A+	100	97	4.0
A	96	93	4.0
A-	92	90	3.7
B+	89	87	3.3
B	86	83	3.0
B-	82	80	2.7
C+	79	77	2.3
C	76	73	2.0
C-	72	70	1.7
D+	69	67	1.3
D	66	63	1.0
D-	62	60	0.7
F	59	Below	0
WP/WF/WM	NA	NA	NA

### STANDARDIZED ASSESSMENT

#### ADVANCED PLACEMENT (AP) EXAMS

All students who enroll in an AP course are encouraged to sit for the AP exams. It is the responsibility of the student to find a testing location near them and register for the AP exam(s). Please keep in mind that AP exams are offered at certain locations in all states throughout the U.S., but they are not offered in every country. If a student is interested in attending an AP course to take the AP exam, we highly recommend

contacting the [College Board](#) at 888.225.5427 to ask about the available AP exam locations. The GWUOHS CEEB Code (used for school reporting on the AP exams) is 471066.

### **TESTING ACCOMMODATIONS**

From time-to-time students request special testing accommodations for standardized assessments taken outside of GWUOHS (SAT/ACT/AP). Because GWUOHS does not offer formal Special Education services, we cannot provide the formal documentation to request testing accommodations. We can provide a letter outlining the basic accommodations that our school provides to all students. Students who believe they need special testing accommodations should speak with their counselor.

### **PACING AND ATTENDANCE**

Our curriculum allows students flexibility in the amount of time spent on schoolwork. GWUOHS views student success in terms of lesson mastery, not attendance hours; however, we have found that lesson mastery requires consistent and substantial attendance.

Students are responsible for accessing their calendar and daily assignments. Teachers provide daily assignments through the learning management system (LMS). Daily assignments specify a student's expected activities and due dates. Students cannot be exempted from individual assignments or tests within a course, nor can GWUOHS teachers change or delete lessons for students. Students should log in to each course daily during the academic week. Students can expect to spend 60–90 minutes per course, per day (more for honors and AP courses).

### **PARTICIPATION IN CLASS CONNECT SESSIONS**

Every GWUOHS course also contains synchronous Class Connect sessions conducted by the course teachers. These sessions are held at regular times throughout the semester. The Class Connect schedule for each course can be found in the Class Connect tab in the learning management system (LMS). Class Connect sessions are a major component of the instructional program at GWUOHS. These sessions afford students the opportunity to receive direct instruction from the classroom teacher, work collaboratively with classmates/peers, ask questions about the lessons and assessments in the online school, and extend their content area mastery. Students attending live ClassConnects should have a working microphone and camera to fully engage in the sessions.

Attendance at Class Connect sessions is required – students are given a participation grade (10% of final grade) for attending at least *ten* sessions per class, per semester (except for electives). In the event that a student has a conflict, they should access the recording, found in announcements or in the materials section of the course, and watch the recording prior to the next classes, but ideally by the end of the week that the class was held to stay on pace. The teacher will post a question or exit ticket instructions at the end of the recording. Students viewing the recording are required to submit their answer via the classroom assignments tool designated for participation, by the permanent zero deadline, to receive participation credit.

### **INABILITY TO PARTICIPATE**

Students should notify their teacher or academic advisor in advance if they will be unable to participate in school (unable to log in) for three or more days. The student and Learning Coach are responsible to make arrangements with the teacher(s) regarding missing assignments. Whenever possible, the school expects students to work ahead before a planned absence. Work will not be waived.

## TRUANCY

To be successful at GWUOHS, students need to be fully engaged in their learning. GWUOHS defines truancy as a student being inactive in course(s) for more than 10 consecutive days. This inactivity includes but is not limited to:

- Failure to make required classroom discussion posts
- Failure to complete lessons or assignments as posted in a student's daily schedule
- Failure to communicate with teachers and other school staff
- Failure to log in or to complete work once logged in

If a student exhibits signs of truancy, the teacher and/or academic advisor will make multiple attempts to reach out to the student and parent. If the student and/or parent are still unresponsive, an official truancy warning letter will be sent by school administration. If the student and/or parent do not respond to this letter, a final truancy letter will be sent by school administration, and the student will be administratively withdrawn from all courses and the program. Students who are administratively withdrawn for truancy will not be eligible for a tuition refund, nor will future payment obligations for the term be suspended.

## EXCESSIVE ABSENCES

Regular attendance is critical to a GWUOHS education. Students who are absent (i.e., not logging in for three or more days) from any class for 20% of the school days in a semester place their course credit in serious jeopardy. Students exceeding 16 unexcused absences in a semester may not receive credit for their courses. In such instances, the student and his or her parents will be required to meet with the student's advisor and a School Administrator to determine an appropriate course of action. Students with excessive absences may not participate in school-sponsored activities, including clubs, without permission.

## COURSE COMPLETION

### ASSIGNMENT DUE DATES

Students should view their course calendar daily for a list of their lessons and required assignments. It is important that students adhere to the schedule indicated in their course calendar. Within a course, students cannot be exempted from individual assignments, discussions, or tests, nor can GWUOHS teachers change or delete lessons for students.

Teachers enter temporary zeros after the due date for work that was not submitted that week. We highly recommend that students submit their work on the actual due date or by the end of the week in which the work was assigned. Staying on schedule is important to facilitate a collaborative learning environment for all students in each course. If a student cannot adhere to this schedule, they should consult the Late Work Policy.

### ROLLING DEADLINES

While students are strongly encouraged to complete their assignments/ assessments by the stated due date, we understand that many of our students have busy schedules as they pursue other interests, talents, and passions, in conjunction with attending school. To provide flexibility for our students, GWUOHS offers four-week rolling deadlines (two weeks for AP courses). This means that the final deadline for submitting work is approximately four weeks after the stated deadline (see advisor for 2022-2023 schedule of rolling deadlines). After the four-week deadline, the grade for lesson and assessments that have not been submitted will become a permanent zero. \*\*Please note – some permanent-zero deadlines will not be the full four weeks at the end of a semester. \*\*\*Please note – Rolling deadlines do not apply to the Capstone



project. 12<sup>th</sup> grade students are expected to follow the outlined schedule of completion shared with them in their Journeys Symposium course.

### **EARLY COMPLETION OF FINAL EXAMS**

In some instances, students may need to complete final exams early due to illness, pre-arranged travel, or other special circumstances. If the request is prior to two weeks before final exams, the student will make the request to their advisor, who will seek administrative approval. If the request is within two weeks of the final exams, the student will need to make arrangements with their teacher(s).

Please note: Once a student has accessed the final exams, they will not have the ability to complete or submit any assignments or assessments for the course, including participation points. This includes any student on an extension.

### **LATE-WORK SUBMISSION**

Students are responsible to access and complete daily assignments as outlined in each course calendar. Due dates for assignments are posted in each course calendar, in the Plan page of the course, and in the content section of the course to ensure students are informed of appropriate pacing. There will be a posted “last day to submit work” for each course; no assignments will be accepted after 11:59 PM (ET) that day.

Working ahead is perfectly acceptable and preferred if a student is going to miss days due to anticipated travel. Students are required to inform their teacher(s) and academic advisor of travel plans that may interfere with their schooling and should also ask questions on assignments that have not yet been covered. Special exceptions will not be considered for students who do not communicate their travel plans to school staff.

### **LATE-WORK POLICY**

All assignments must be completed and submitted no later than 11:59 PM (ET) on the assignments permanent zero deadline date (normally 4-weeks from original due date for non-AP courses and 2-weeks from original due date for AP courses).

- Temporary zeroes are automatically entered as grades for every assignment not received by the due date (except for courses in APEX and Cengage which will have temporary zeroes entered each Friday). The temporary zeroes will be calculated into the overall course scores.
- Students are permitted to complete all assignments up to approximately four weeks after the due date (two weeks for AP courses). The new grade will then replace the temporary zero in the grade book. This rolling deadline will not extend past each quarter-end and semester-end date. See the Academic and Holiday Calendar section in this handbook for quarter- and semester-end dates.
- All assignments received after the permanent-zero deadline will not be accepted or graded unless prior arrangements have been requested. Permanent zeroes are entered as grades for these assignments and for assignments not received by the deadline.

Due date extensions on assignments are permitted under some extenuating circumstances with advance approval from the administration. Due date extensions follow the same guidelines as course extension requests (below).

### **COURSE EXTENSION REQUESTS**

Students may find they cannot finish a course in the allotted time frame. Students with extenuating circumstances may request a course extension; however, not keeping up with coursework over a semester is NOT a valid reason to request an extension. To qualify for consideration, the adverse circumstances or events must be unforeseeable or unpreventable and sufficiently disruptive to have a significant adverse

effect on a student's academic performance or ability to complete assignments by their due date. Circumstances or events that merit consideration may include:

- Suffering a serious illness or injury
- The death or critical or significant illness of a close family member or dependent
- A significant family crisis leading to acute stress
- A natural disaster or catastrophe
- Moving

In addition, the school will consider the following:

- Students must have been working in a course on a consistent basis
- Students must have a reasonable expectation of passing (>50% in the course)
- Students can be granted up to 10 instructional days (2 weeks) for an extension; all assignments and final exams a student is permitted to complete must be submitted on or before the extension end date. Anything above 10 instructional days would be worked out between the LC, advisor, and administration.

For an extension request to be considered, documentation of the circumstance or event is required (for example, a doctor's note confirming serious illness). The student must request an extension in writing prior to the deadline. All requests must be approved by school administration. Students who wish to request a course extension must contact their academic advisor. All course extensions must be complete before a student can move into the next level of a course.

### **SIMPLIFIED CHECKLIST FOR SUCCESS IN CLASS**

Pay Attention, Be Active, and Follow School Policies

- Read emails, announcements, and assignment feedback several times a week
- Attend class each week taking notes, participating in activities, and asking questions as they come up.
  - If you cannot attend a class live, ensure that you watch the recording within the week that it was presented and submit the Exit Slip to earn the participation points for that lesson.
  - You must be present for 50+ minutes of class to automatically earn the ClassConnect participation points. If you are, then you do not have to complete an Exit Ticket.
  - Exit Tickets follow the permanent zero deadline. If they are not submitted within this time, then you will have to wait until ClassConnect #11 and after to attend live or complete the Exit Ticket to earn the points to remove the zero(s).
  - You need to attend and/or watch the recordings of 10 total classes to earn all of the participation points, but you should work to attend or watch all of the live classes since there will be more than 10 total.
- Ask questions outside of class by sending your teacher emails and/or Skype messages.
- Attend your teachers Help Desk Hours if you need additional individualized instruction on key concepts, content, etc.
- Save or print out each class's Course Calendar to ensure that you know what to study and when assignments are due.
  - The Course Calendar for each course will also include the Permanent Zero Deadlines as well.
  - Assignments submitted after the Permanent Zero Deadline will not be graded for points.
- Work to complete all readings, practice activities, and assignments by the day that they are due or no later than the end of the week that they were due. This will help to ensure you do not fall too far behind. In most cases you will have additional time until the assignment reaches its Permanent

Zero Deadline, but waiting until this deadline for most of your assignments will cause you to become overwhelmed.

- When submitting assignments, you should check to make sure that you submitted the proper file in the proper format. If you submit your work, and it is not the right file or in the wrong format, and do not submit the proper file before the permanent zero deadline, then your grade will reflect the zero.
- Click on the Grades button in each course several times a week to ensure you are up to date with your grades including temporary zeros, and this will also allow you to see your teacher’s feedback on each assignment.
  - If you did not complete an assignment for that week, your teacher will enter a temporary zero for that assignment, and then he/she will also put into the feedback the Permanent Zero Deadline for that assignment.
  - Once an assignment is submitted and graded by your teacher, you will not be able to redo that assignment to ensure grading integrity. You should learn from your teachers’ feedback, and then work to correct any mistakes on your next assignments.
- All extensions must go through your advisor. Teachers cannot grant extensions. You present your case to your advisor, and then he/she will present it to the administration. Not keeping up with coursework over a semester is NOT a valid reason to request an extension. To qualify for consideration, the adverse circumstances or events must be unforeseeable or unpreventable and sufficiently disruptive to have a significant adverse effect on a student’s academic performance or ability to complete assignments by their due date.

## COURSE CHANGES

Course changes will be made according to the course add/drop policy and require the approval of GWUOHS staff. Course changes fall into three categories: course additions, course drops, and course withdrawals. For any course change, the parent or designated Learning Coach must begin the process by informing their GWUOHS college counselor through the school provided email account in writing.

Course additions, drops, and withdrawals follow certain time parameters and can have transcript implications. The chart below identifies the time period and potential grade issued for such changes.

Request	Course Type	Time Period	Grade
Course Addition/Drop	Fall Course	On or before 10/6/2023	No Grade Implication
	Spring Course	On or before 03/8/2024	
Course Withdrawal	Fall Course	Between 10/7/2023 - 12/8/2023	WP (Withdrawal Passing) WF (Withdrawal Failing) WM (Withdrawal Medical)
	Spring Course	Between 03/9/2024 - 05/15/2024	

## COURSE ADD/DROP PERIOD

To maintain an ideal course load, students are permitted to add/drop courses from their current course load during the add/drop period. After the add/drop period, no courses may be added to or dropped from

a student's course load. After the add/drop period any course changes become subject to the course withdrawal policy. Credit will not be granted for dropped courses and will not be calculated into the student's GPA.

## **COURSE WITHDRAWALS**

After the course add/drop period, all course changes become subject to course withdrawal procedures. (See the table above for specific information regarding time period and grade implications.) Credit will not be granted for withdrawn courses and will not be calculated into the student's GPA.

## **EARNING COURSE CREDIT**

### **GRADE APPEALS**

Grade appeals must be submitted in writing to the Registrar's Office within 30 days of a term end date. Reviews will be conducted internally among academic staff/administration and the Registrar's Office.

A grade may only be disputed for the following reasons:

- The grade was issued in error. This includes situations where there was a miscalculation of grade points that resulted in a lower grade for the appealing student. The student must clearly demonstrate the miscalculation. It also includes situations such as missing records, mistaken grade entries, etc.
- The student has documentation that he or she previously received a higher grade on a similar assignment at the same level of competency.

At least 10 business days are required for staff to review a grade appeal request and issue an official decision. Appeal requests are permitted once per student per term, and all decisions are final. The grade appeal form can be found [on our website](#) and can be submitted to [Gwuohsregistrar@k12.com](mailto:Gwuohsregistrar@k12.com) or faxed to 866.422.7975.

### **COURSE FAILURE AND REPEAT CREDIT**

Failed courses will be recorded as an F on the student's transcript, and a zero-quality point will be computed for the course in determining the GPA. Students are permitted to retake failed courses. Courses required for graduation must be retaken and passed. Please note – semester A of science, math, and world language courses must be passed before the semester B courses can be taken. If a student retakes a course, the initial failing grade and the subsequent repeated grade will appear on a student's transcript and will be factored into the student's overall GPA. Students who are repeatedly unsuccessful in GWUOHS courses may be subject to denial of re-admission for a subsequent term or school year. See the Involuntary Program Withdrawal and Denial of Admission section in this handbook for more information.

## **REPORT CARDS**

One of the many features available through a student's online learning platform is a current report of academic progress, grades, and attendance information. A parent or student may log in to the system at any time and view the information. A report card will be issued at the end of each semester.

## GPA

For high school students, GPAs are determined by dividing the number of quality points earned by the number of credits received. GWUOHS does not weight its courses. GPAs are only determined on a semester basis. The cumulative (composite) GPA is determined using the semester averages of all courses taken with GWUOHS. Courses taken outside of GWUOHS are not included in the GPA. Please speak with our college counselor for detailed information regarding our GPA policy. Students may not take a class two times to try to have a higher grade displayed on their transcript. Credit will only be assigned one time.

## GRADE LEVEL ASSIGNMENT AND PROMOTION

A full-time student's grade level is assigned based on earned credit and is evaluated by the registrar for final consideration. The Registrar's Office reserves the right to request and review all student academic records and any other items pertinent to making an informed grade-level and promotion decision.

Grade-level promotion is evaluated at the end of each academic year. Grade-level promotion is based on the following accumulation of credits per grade level.

### Grade Level Earned Credits

12	18 Cumulative Credits
11	12 Cumulative Credits
10	6 Cumulative Credits

## ACADEMIC WARNING/PROBATION POLICY

The mission of The George Washington University Online High School is to educate and inspire academically talented and motivated students who value hard work, integrity, appreciation of diversity, love of learning, compassion, and high personal expectations. GWUOHS prepares students to contribute significantly, responsibly, and respectfully in a global society.

Any student who fails one or more courses at the end of a grading period (quarter or term) will be given an *Academic Warning*. While no notification of this will be placed in the student's permanent record, it is imperative that the student bring these grades up to passing by the end of the next grading period, in order to remain in good academic standing. Failure to do so may result in the student being placed on *Academic Probation*, which would become a part of his or her permanent record and could jeopardize enrollment at GWUOHS.

To support our students in their efforts, we offer the following resources:

- Help Desk sessions, which offer targeted, small group academic support.
- ClassConnect sessions, to extend the learning opportunities presented in the online curriculum.
- Advisor Support, which includes weekly communication regarding student progress, as well as the creation of individualized Student Success Plans.
- Teacher Referral Program
  - Any student that has a 69% or below in a course after the 1<sup>st</sup> permanent zero deadline (2-weeks for AP and 4-weeks for non-AP) will be referred by their classroom teacher to the student's advisors for academic remediation.

- Teacher identifications will be ongoing after the 1<sup>st</sup> PZD. AP students will be evaluated biweekly, and non-AP students will be evaluated monthly. This follows those courses' PZD schedule.
- The teacher will complete the Teacher Referral Form, and then send it to the advisor. The form will include the identified reasons for the student's grade, and then suggestions for remediation.
- The advisor will then contact the student and learning coach to go over the referral form and remediation suggestions to ensure that the student understands what actions to take to improve.
- Teacher and advisor will monitor the student's progress, and then reevaluate after 2-weeks. If student successfully remediates, then no further action will be taken unless there is a future teacher referral identification. If the student has not successfully remediated, then the advisor will create the above-mentioned Student Success Plan.

In addition, our teachers are available via email, phone, or Skype to discuss and assist all of our students with their academic concerns.

## **PROGRAM WITHDRAWAL**

### **VOLUNTARY PROGRAM WITHDRAWAL**

A program withdrawal from GWUOHS refers to discontinuing the program prior to the completion of the semester or year in which the student is enrolled. Parents or Learning Coaches must notify their academic advisor in writing of their student's desire to withdraw.

Program withdrawals are subject to the course add/drop or course withdraw period. Withdrawal requests made after the Course Withdraw Period must be approved by GWUOHS administration. Students who wish to withdraw from GWUOHS are strongly encouraged to successfully complete the term or year the student is enrolled in to earn credit for their courses, to complete their expected progression through high school.

### **INVOLUNTARY PROGRAM WITHDRAWAL AND DENIAL OF RE-ADMISSION**

GWUOHS is an exclusive educational opportunity for students and strives to maintain a culture of integrity and high achievement. As such, students who routinely perform below expectations in terms of academic achievement, attendance, code of conduct, or in the event that a student's parent or LC demonstrates actions or communication that conflicts with the school's mission and standards, the student may be expelled from GWUOHS and/or not be permitted to return to GWUOHS for a subsequent semester or school year. Behavior that may lead to denial of re-admission may include, but is not limited to, the following:

- Repeated failure of a course
- Repeated lack of engagement in course activities
- Repeated school absences
- Plagiarism
- Truancy, as defined in Section 4 of this handbook
- Severe violation and/or repeated minor violations of the student code of conduct
- Communication by student or family member perceived as verbally abusive or threatening

Before a student is denied re-admission, a conference will be held with the student, parent, teacher or advisor and the Head of School to understand the issue. Final determination of a student's status will be

made following an investigation of the facts and a recommendation by the Head of School and Associate Head of School. When a conference is not possible due to lack of communication with the school or verbally abusive interactions, students may be administratively withdrawn with written notice. Students who are administratively withdrawn will **not** be eligible for a tuition refund.

Students and/or Learning Coaches may appeal a program withdrawal and/or denial of re-admission to the GWUOHS Student Conduct Panel, SCP. The SCP will make a final determination of the appeal.

## REQUESTING SCHOOL TRANSCRIPTS

Official transcripts can be ordered by emailing [Gwuohsregistrar@k12.com](mailto:Gwuohsregistrar@k12.com) (your college counselor can do this on your behalf if requested). Please make sure to provide your email, specific mailing address (if applicable), and a telephone number where you can be reached if there are any questions.

## RECORD HOLD POLICY

Student registration may be declined and student records (i.e., transcripts, diplomas, etc.) may be withheld for the following reasons:

- Breach of Financial Agreement
- Results in unpaid tuition balances
- Insufficient Compliance
- Compliance items are incomplete or not official

Students and Learning Coaches are informed of financial obligations while enrolled at GWUOHS by the billing department.

## STUDENT CODE OF CONDUCT

The George Washington University Online High School strives to maintain a positive learning environment where students, families, teachers, and staff are treated with respect and, in turn, respect the personal rights and property of others. All staff members are expected to meet key standards of work performance: achieving committed goals, meeting deadlines, having a positive effect on others, and continuously seeking ways to enhance and improve the school. Students and families are expected to contribute likewise to create the most effective educational environment possible.

Students enrolled in GWUOHS should be aware of the following guidelines and expectations. This code of conduct is applicable to the online school environment as well as for any onsite/ in-person school events. Any activity not listed here that violates local or country laws is considered a violation of the Student Code of Conduct and Terms of Use.

Failure to follow these guidelines could result in the following:

- A grade of zero points for the specific activity, assignment, or exam which violates the Code of Conduct
- Failure of the course or courses in question
- Removal of access to GWUOHS instructional computing resources, which could result in the student's inability to complete learning activities
- Suspension or dismissal from GWUOHS and loss of paid tuition
- Involvement with law enforcement agencies and possible legal action

## INAPPROPRIATE BEHAVIOR

GWUOHS is committed to maintaining a learning environment free from inappropriate behavior and harassment. Inappropriate behavior includes the following:

- Insults or attacks of any kind against another person
- Use of obscene, degrading, or profane language
- Harassment, continually posting unwelcomed messages to another person, or use of threats
- Posting obscene or defamatory material intended to annoy, harass, or intimidate another person. This includes distributing spam mail, chain e-mail, viruses, or other intentionally destructive content.
- Knowingly and intentionally reporting or giving false or misleading information, either oral or written, which may injure another person's character or reputation or disrupt the orderly process of the school
- Intentionally destroying, damaging, defacing, or stealing records or property (whether physical or electronic) owned by the school or school staff
- Exhibiting lewd, indecent, or obscene behavior and/or activity, either in person or online
- Possession, sale, distribution, or use of controlled substances, including alcohol at any school-sponsored event. Students traveling abroad are required to adhere to this policy regardless of local regulations.
- Possession of knives, firearms, lighters, explosives, or any other object used or construed as a weapon at school events
- Any conduct that disrupts the education process

## HARASSMENT

Conduct that interferes with an individual's academic or work performance or that creates an intimidating, hostile, or offensive environment is prohibited. Harassment may come in many forms and includes spam (unsolicited e-mails not pertaining to the course), threatening communications, and offensive communication or interactions of any kind. The school does not tolerate harassment or bullying of individuals based on their age, race, creed, mental disability, nationality, physical disability, religion, gender, sexual orientation, or on the basis of any other condition or characteristic protected by federal, state, or local law. Harassment or bullying of any member of the school's community is considered serious misconduct and will be subject to strong disciplinary action, including expulsion.

## BULLYING

Bullying is defined as willfully and repeatedly exercising power or control over another person with hostile or malicious intent (i.e., repeated physical or psychological oppression of a less powerful individual by a more powerful individual or group). Acts of bullying can be physical, verbal, and/or psychological and are in violation of the school's Code of Conduct.

- Verbal: taunting, making fun of, malicious teasing, insulting, name-calling, making threats
- Psychological: spreading rumors, manipulating social relationships, coercion, or engaging in social exclusion/shunning, extortion, or intimidation
- Physical: hitting, kicking, spitting, pushing, pulling, taking and/or damaging personal belongings or extorting money, blocking or impeding student movement, unwelcomed physical contact

GWUOHS encourages bullied students to notify their teacher, counselor, and/or academic advisor of the harassment or bullying incidents. However, students are encouraged to go directly to the head of school if discussing harassment with the teacher or academic advisor is believed unsuitable. The school will take immediate action to investigate complaints of harassment and will take steps to stop it and prevent it from occurring in the future. Witnesses to harassment or bullying are responsible to report the behavior



immediately to a faculty member or administrator. The school will follow up with all families involved in a case of harassment, and all consequences will be recorded in administrative files. Depending on the severity, or if more than one incident occurs, this will result in expulsion and inability to re-enroll at GWUOHS.

**\*\*Please note – GWUOHS is not responsible for any “outside” communications amongst students (i.e., chats not moderated by a GWUOHS staff member), however, we do expect students to communicate responsibly and respectfully regardless.**

### **“OFF-CAMPUS” BEHAVIOR**

Students are expected to be responsible representatives of the school at all times, whether online, at an in-person school event, or “off-campus”— meaning outside of school activities, inclusive of in person or online off-campus activities, chat groups, etc. Adverse behavior that affects the school’s community or reputation may result in disciplinary action, up to and including dismissal. GWUOHS reserves the right to address students and their families whose off-campus interactions have impacted the on-campus community.

### **CONDUCT AT SCHOOL-SPONSORED EVENTS**

GWUOHS expects its students to adhere to its behavior guidelines while at school events, on school trips, and during educational and co-curricular activities offered year-round (fall, spring academic terms and summer immersion program). Safety, civility and respect for the worth of every member of our community remain the philosophical foundation of our school. GWUOHS acknowledges that the family is responsible for a child’s behavior after school hours and on weekends, and our usual policy is to respect a student and family’s privacy in that regard. However, behavior that significantly affects students when they are attending school sponsored events, that suggests a threat to the emotional or physical safety of our students may require action by the school.

### **VACCINATION POLICY**

For in-person activities (to include but not limited to field trips and graduation), GWUOHS will follow applicable state and federal requirements and the Centers for Disease Control and Prevention’s recommendations, which can be found here: <https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/k-12-guidance.html>.

Additionally, consistent with the CDC’s guidance to prevent the infection and spread of COVID-19, and as an integral part of its public health and safety measures, GWUOHS requires that all students and all individuals attending in-person events get vaccinated against COVID-19 and show proof of COVID-19 vaccination that has either been approved by or received an Emergency Use Authorization from the FDA, unless an exemption from this policy has been granted as an accommodation or otherwise. The vaccine course must be completed at least two weeks prior to attendance at an event. Students who fail to comply with these requirements will be barred from entering the campus or other in-person locations.

Further, GWUOHS will follow GW’s university policies for all staff, faculty, students, and visitors when attending on-campus events. The latest information on GWU’s policies regarding vaccinations, testing, and masking may be found here, <https://onward.gwu.edu/campus-health>.

## ACADEMIC INTEGRITY POLICY

All submitted coursework is assumed to have been completed only by the individual student. Students are responsible to observe standards on plagiarism, cheating, and properly crediting all sources used during the composition of work. Students who fail to abide by these standards will be reported to the appropriate administrative authorities, which may result in a conference with the Learning Coach, failure of the course assignment or exam, loss of credit for courses, revoked access to course(s), and suspension or expulsion from GWUOHS.

### CHEATING

Cheating is the use of another person's work in an attempt to gain an unfair advantage. Cheating occurs when students knowingly submit the coursework, an exam, or assessment of another individual and claim it as their original own. Examples of cheating include, but are not limited to, the following:

- Copying a classmate's work; this may be an answer to an essay question, any written assignment, or an entire exam
- Copying from course feedback provided by the school
- Copying answers to exams found in other sources (such as entering the question into a search engine and copying the response found online)
- Collaboration between two students which results in submitting identical answers on assignments
- Using online translators or getting assistance from a native speaker of the language for assignments in language courses

### PLAGIARISM

Plagiarism is using an author's work without acknowledging the source of that material. Examples of plagiarism include, but are not limited to, the following:

- Quoting work from an outside source without proper citation and attribution
- Improper paraphrasing of another person's work: maintaining the original text with little alteration or rewording and/or not citing the source
- Copying information from a book, play, speech, article, website, or other written or spoken work without proper citation

Plagiarism may occur unknowingly. It is important to understand that simply acknowledging a source through quotation marks or comments is not the same as citing it. GWUOHS recommends using the MLA Style Manual for resource citation. Visit the [MLA Style Center](#) for more information.

The software program TurnItIn is an important tool to ensure academic integrity. The program helps prevent cheating for some written assignments and tests. Prior to submitting a written assignment or taking an assessment, students may be prompted to install and/or use academic integrity software on their computer. Students will be required to install this software before continuing to take the assessment. Once students access the test, they will be unable to copy, paste, or open new browser windows or programs during the assessment. If students encounter difficulty with the software, they should contact [K12 Customer Care](#) for assistance. Contact your GWUOHS advisor immediately if Customer Care cannot resolve the issue.

### USE OF COPYRIGHTED MATERIALS

All course materials are copyrighted and provided for use exclusively to enrolled students. Enrolled students may print or photocopy material from the GWUOHS website for their own use. Use by or

distribution to others is prohibited unless expressly noted. Unauthorized copying or distribution may result in revoked access to course(s).

Users shall not upload, download, transmit, or post copyrighted software or copyrighted materials, or materials protected by trade secrets, or other protections using GWUOHS computer resources. This restriction includes copyrighted graphics of cartoon characters or other materials that may appear to be non-copyright protected.

### ACADEMIC INTEGRITY VIOLATIONS

All students who violate principles of academic integrity will be reprimanded. Depending on the nature of the offense, a student's grade, ability to earn credit for a course, expulsion, involuntary program withdrawal and denial of re-admission may be affected at the discretion of the student's teacher and GWUOHS administration. Violations of academic integrity will be reprimanded according to the following guidelines:

- **1<sup>st</sup> Infraction- Warning:** The first offense will be handled among the teacher, advisor, student, and LC. The teacher will provide the advisor with details as to what constitutes plagiarism and/or cheating, and *the student will have the opportunity to redo and resubmit the assignment.* The advisor will call and speak with the learning coach and student. If more than one violation is discovered at the same time, it will be considered the same offense.
- **2<sup>nd</sup> Infraction- Official Academic Integrity Violation 1:** The student's advisor will call the student and family to provide additional instruction and feedback regarding the incident. *Student may resubmit their own work within one week to earn half credit for the assignment.* If more than one violation is discovered at the same time, it will be considered the same offense. Further action may be taken as needed following the discipline policy.
- **3<sup>rd</sup> Infraction- Official Academic Integrity Violation 2** will result in a meeting with the lead advisor, teacher, academic advisor, student, and family. The student's advisor will call the student and family providing additional instruction and feedback regarding the incident. A live session will be scheduled with the lead advisor, teacher, advisor, student, and LC. Students will have no opportunity to make up questionable work and a zero grade will remain. If more than one violation is discovered at the same time, it will be considered the same offense. Further action may be taken as needed following the discipline policy.
- **4<sup>th</sup> Infraction- Official Academic Integrity Violation 3** In the case of a fourth infraction, a meeting will be held with a GWUOHS administrator, advisor, student, and family. Students will have no opportunity to make up questionable work and a zero grade will remain. This meeting could result in the student being removed from all GWUOHS courses with loss of credit and denial of re-admission. If more than one violation is discovered at the same time, it will be considered the same offense.

### RESPONSIBLE USE OF TECHNOLOGY

All students are expected to be responsible representatives of the school at all times, whether on or off campus and whether school is in or out of session. This expectation includes students' behavior in the electronic world. Parents/Learning Coaches are responsible for supporting the school's standards when students use Internet resources. The Responsible Use of Technology Policies are in effect for as long as students have a valid network account and password, including the summer months and/or any time students use the school's technology resources.

- Students are responsible and liable for maintaining the confidentiality of their assigned passwords and access codes. They agree not to disclose assigned passwords and access codes or allow other persons or students to use them or attempt to circumvent the school’s security system.
- Students may not interfere with other users’ ability to access GWUOHS or disclose anyone’s password or allow them to use another user’s account.
- All students will receive an email account. Students will use their assigned email account for all academic work and only for legitimate and responsible communication between students and faculty. Harassing, discriminatory, or otherwise objectionable remarks and any other antisocial activities are prohibited on all communications, including email.
- Students may only access information that belongs to them, or that they have been given permission to access by the owner.
- Malicious use of the network to download, store, or develop programs that embarrass, harass, or are otherwise objectionable to other users is prohibited. Activities to infiltrate or overburden a computer or computing system and/or damage computer software or a computing system are prohibited.
- Using technology resources to access, purchase, or download products or services that could subject the school’s technology to viruses, malicious code, back doors, or other malware designed to harm technology resources are prohibited.
- Encryption of files is prohibited.
- Posting images, video, or audio of any student, visitor, staff member, faculty member, or administrator on the Internet without receiving permission from the individual(s) is prohibited.
- Students must not publicly post their personal contact information (address and phone number) or personal messages from websites or blogs intended for personal gain or profit, as well as audio files or compressed video, any non-instructional files, or any material not approved by GWUOHS administration.
- Using any recording device, including, but not limited to, video and digital cameras or camera phones to record videos or take pictures to slander, bully, or denigrate any student, visitor, staff member, faculty member, and/or administrator on or off campus at any time is prohibited.
- Unauthorized access to the school’s website is strictly prohibited.

Failure to adhere to the Responsible Use of Technology Policies or other misuse of a computer or the network is a violation of the Student Code of Conduct and will result in disciplinary action. Information relating to illegal or inappropriate activities must be reported to a faculty member.

## **GUIDELINES FOR USING GENERATIVE ARTIFICIAL INTELLIGENCE**

### **THE PROMISE OF GENERATIVE ARTIFICIAL INTELLIGENCE**

The wide availability of Generative Artificial Intelligence (GAI) tools, such as ChatGPT and other large language models, is driving an ongoing conversation about their academic uses. GAI tools represent an exciting addition to the learning process that can be deployed in innovative ways to advance learning objectives. This document provides some guidelines for the use of GAI in connection with academic work at GWUOHS.

### **ENCOURAGING RESPONSIBLE USE**

There are many productive ways in which students might use GAI tools, consistent with stated course policies and objectives.

Examples include: brainstorming ideas; summarizing and translating content; explaining new concepts to aid comprehension; generating counter-arguments; suggesting titles; debugging code; gathering sources; and formatting references. For all their promise, GAI tools misused could interfere with learning objectives and impair the development of students' writing, analytical, and technical skills. There are also legitimate concerns about academic ethics, accuracy, citation of sources, and cheating.

Generative Artificial Intelligence (GAI) tools such as ChatGPT are becoming important resources in many fields and industries. Accordingly, you are permitted to use such tools to generate content for the purposes of brainstorming or generating ideas as listed in the examples above.

By submitting work for evaluation in this course, you represent it as your own intellectual product. You may not submit for evaluation any content (e.g., ideas, text, code, images) that was generated, in whole or in part, by Generative Artificial Intelligence tools (including, but not limited to, ChatGPT and other large language models). Doing so in this course constitutes cheating under the George Washington University Online High School Academic Integrity Policy included in the Student and Parent Handbook.

### **GAI USAGE RULES**

In the absence of explicit directions to the contrary from instructors, the following rules apply at GWUOHS.

1. Work submitted for evaluation is represented as the student's own intellectual product. Students may not submit content (e.g., ideas, text, code, images) for evaluation that was generated, in whole or in part, by Generative Artificial Intelligence tools (such as ChatGPT and other large language models). Doing so without instructor's explicit permission constitutes cheating under the GWUOHS Academic Integrity Policy and is therefore prohibited.

Examples (illustrative only) of conduct that is prohibited unless explicitly permitted by the instructor:

- A student types a prompt into a GAI tool and pastes all or part of the generated content into their answer on a test.
- A student types a prompt into a GAI tool and incorporates all or part of the generated content into a journal, short answer assignment, or essay submitted for evaluation.

2. Students are permitted to use GAI tools to generate content that is not submitted to an instructor for evaluation. For example, using GAI tools to study for examinations, tests, and quizzes is permitted. Likewise, on assignments where the use of the Internet is not otherwise prohibited by the instructor, GAI tools may be used for learning, studying, and brainstorming.

Examples (illustrative only) of permitted conduct:

- A student types a prompt into a GAI tool and reviews the generated content to help them study for a test.
- A student types a prompt into a GAI tool and uses the generated content to help them brainstorm ideas for an essay or research project.

3. Unless the instructor explicitly states otherwise in advance and in writing, the use of GAI tools during any assessment (e.g., examination, test, quiz) whether taken in the classroom or elsewhere,

constitutes cheating under the GWUOHS Academic Integrity Policy and is therefore prohibited. This prohibition includes assessments for which the use of the Internet is otherwise permitted.

Examples (illustrative only) of conduct that is prohibited unless explicitly permitted by the instructor:

- While taking a test on which Internet use is generally permitted, a student types a prompt into a GAI tool and incorporates some or all of the generated content into their submitted answer.
- While taking a quiz on which Internet use is generally permitted, a student types a prompt into a GAI tool and incorporates some of the ideas generated into their submitted answer.
- Before taking a quiz on which Internet use is generally permitted, a student types a prompt into a GAI tool, saves the generated content to a document, and pastes some or all of the text into their submitted answer while taking the quiz.

In addition to the GAI usage rules for the general classroom, in World Language, the use of GAI in any speaking, listening, reading, or writing assessment is strictly prohibited in addition to the use of outside resources such as Google Translate, that will replace the original work of the student. The use of GAI and translators constitute cheating under the GWUOHS Academic Integrity Policy and are therefore prohibited in assessments where internet use is generally permitted. Any use of GAI to manipulate or generate voice, written response, or to translate an authentic audio or text source are included in this policy.

Examples (illustrative only) of conduct that is prohibited unless explicitly permitted by the instructor:

- While taking an oral and/or oral assessment on which Internet use is generally permitted, a student types a prompt into a GAI tool and incorporates some or all the generated content into their submitted answer.
- While taking an oral assessment on which Internet use is generally permitted, a student speaks an oral prompt into a GAI tool and incorporates some or all the generated content into the submitted answer.
- While taking an oral assessment on which internet use is generally permitted, a student uses a GAI tool to incorporate a voice other than their own into a submitted oral answer.
- While taking a listening or reading comprehension assessment on which internet use is generally permitted, a student uses a GAI tool to translate an audio or text and incorporates the generated content into the submitted answer.

## **COLLEGE APPLICATION DISCLOSURES**

As an institution philosophically grounded in integrity, hard work, and high personal standards, GWUOHS expects students to answer all questions on school or college applications truthfully, including those pertaining to disciplinary issues. If an admissions office asks about information on a student's application, GWUOHS personnel will answer honestly and to the best of their knowledge. If a disciplinary matter occurs after an application has been submitted, the GWUOHS counselor as well as the respective student is expected to inform colleges or secondary schools of any resulting change in their status, including the loss of a leadership position or suspension or dismissal from school. GWUOHS will report expulsions/dismissals to all colleges and secondary schools that a student has applied to.

For students who have been disciplined and remain a GWUOHS student who is applying to college, the college counseling office will work closely with the student to present relevant information in a mature,

clear, and responsible way, and will also submit a letter corroborating the information and, as appropriate, indicating the school's continued support for the student and his or her application.

### **OBJECTIONABLE MATERIALS POLICY**

There may be times that Learning Coaches find certain lessons, books, or materials objectionable for various reasons. If Learning Coaches find objectionable material, they should contact their student's teacher and advisor via email. Teachers will consider the objection and determine if an alternate lesson or plan is necessary to meet the lesson objectives. The lesson assessment must be completed to show that learning objectives have been met. Learning Coaches should also contact K12 directly by using the feedback option of the OLS.

### **SCHOOL-SPONSORED PUBLICATIONS AND PRODUCTIONS**

Under staff direction, GWUOHS may sponsor student publications and productions for students to learn required skills and become familiar with the rights and responsibilities of public expression in a free society.

GWUOHS administration reserves the right to exercise editorial control over school-sponsored publications and productions or to prohibit such publications and productions in their entirety if deemed necessary.

## SCHOOL COMMUNITY AND STUDENT LIFE

### COLLEGE COUNSELING

As a part of GWUOHS tuition, students receive an account on Naviance, a comprehensive online tool that assists users with post-secondary planning and career exploration. Used by more than 5,000 schools worldwide, this premier software program engages students, enhances communication between GWUOHS and families, and supports the school's "college-going culture" to promote student success.

Also included in a student's tuition is access to standard counseling services such as:

- College counseling ClassConnect sessions
- Asynchronous advisement and support from the GWUOHS college counselor
- College and career assemblies
- Participation in individual consultation modules with the GWUOHS private school college counselor on topics such as NCAA eligibility, college admissions testing, the college application process, financial aid, college selection, and more
- Course planning
- 1:1 follow-up advisement and support from a GWUOHS college counselor
- Access to Naviance, which allows students to build a college list, target needed GPA and SAT/ACT ranges, enhance their portfolio, define college cost, and locate financial aid
- Special sessions throughout the school year from top admissions officers and financial aid experts

For more information on our counseling services, please contact the GWUOHS college counseling department.

### THE GWUOHS NATIONAL HONOR SOCIETY AND NATIONAL JUNIOR HONOR SOCIETY

The National Honor Society (NHS) is the premier organization established to recognize outstanding 11th and 12th grade high school students, honoring those who demonstrate excellence in character, leadership, scholarship, and service, as well as good grades.

To be considered for membership to the GWUOHS chapter of the NHS, students must have at least 12 credits by the end of 10th grade and have a cumulative GPA of at least 3.33. To be inducted as a new member, students must have been enrolled with GWUOHS for at least one semester prior to the review process.

Candidates apply for membership and are voted in by the Faculty Council based on the leadership, experience, service, and character students have demonstrated on their application.

Once inducted, NHS members are expected to uphold high academic standards, attend regular meetings, and complete a chapter service project as well as an individual service project each year. The GWUOHS branch of the NHS recognizes membership awarded by other schools.

### STUDENT CLUBS AND ACTIVITIES

GWUOHS encourages contribution to student life through school clubs and activities, which represent the wide range of our students' interests and talents. Students gather in a secure and inviting online environment where they explore topics that interest them, under the guidance of a teacher. In addition, we offer face-to-face activities to our students and families throughout the school year, chaperoned by GWUOHS staff. Such interactions create a strong community among a diverse student body and can result



in the development of lifelong friendships. Our clubs may meet once or more a month at a predefined date and time. Also, we host all-school activities throughout the year – these activities will be communicated to you via your student’s homeroom, emails, and announcements. If a group of students has a common interest not represented in the current line-up of clubs or activities, they may submit a proposal to the head of school to form a new club. For the 2022–2023 school year, club offerings and activities can be found [at this link](#).