Rigby Online High School

Student & Parent Handbook

RIGBY ONLINE
HIGH SCHOOL

Flexible. Rigorous. Personalized.

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Rigby Online High School
3833 East Rigby High Lane
Rigby, ID 83442
208.745.7704
rohs.jeffersonsd251.org

Dear Rigby Online High School Students and Families,

Welcome to a new academic year at Rigby Online High School! Whether you are joining us for the first time or returning for another trimester, we are thrilled to have you as part of our learning community.

At ROHS, we are committed to providing a flexible, engaging, and rigorous educational experience that meets the diverse needs of our students. Our online platform allows students to learn and receive support from dedicated teachers and staff. We believe that every student can succeed when given the right tools, guidance, and encouragement. Success begins with logging in daily, managing your schedule effectively, and maintaining regular communication with your teachers. We offer numerous resources to support achievement, including Office Hours on Fridays at Rigby High School, where students can meet teachers face-to-face as needed. Your online learning environment rewards self-discipline, curiosity, and proactive engagement.

This year, we continue to emphasize academic integrity, responsible technology use, and personal growth. Please take time to review the Student & Parent Handbook, which outlines important policies, expectations, and resources to help you have a successful experience.

We encourage open communication between students, parents, and staff. If you ever have questions or concerns, please don't hesitate to reach out. Our goal is to work together to ensure that each student feels supported and empowered to achieve their goals.

Parents/guardians, we recognize that the success of an online student relies heavily on a strong partnership with home. Your role in supporting a dedicated learning environment, monitoring progress, and encouraging time management is essential. We are committed to keeping you informed and involved. Never hesitate to contact us; your insights are invaluable as we work together to ensure your student thrives.

Thank you for choosing Rigby Online High School. We look forward to a successful year of academic achievement and personal growth!

Sincerely,

Stefani Cook, ROHS Principal
stcook@sd251.org

Welcome to Rigby Online High School

Below you will find what every ROHS student and parent will want to familiarize themselves with when taking a ROHS course.

Mission Statement

Rigby Online High School empowers students through a flexible, innovative, and academically rigorous online learning environment. We are dedicated to promoting academic excellence, personal development, and responsible digital citizenship. Through strong partnerships with teachers, students, and families—and by leveraging the power of technology—we prepare students to succeed in college, careers, and life.

Support

Need Assistance? We're Here to Help. Your primary point of contact for academic support is your online teacher. Please reach out via email, and they will respond as promptly as possible. Because most teachers also teach face-to-face classes during the day, response times may vary; however, you can expect a reply within 24 hours.

For additional support, you may contact the online principal, Stefani Cook, at stcook@sd251.org or by phone at 208-745-7704 ext. 3733.

The Rigby Online High School website also offers a variety of helpful resources, including:

- Class lists
- Course login instructions
- School email assistance
- Final exam information
- Technology troubleshooting

Visit the website at rohs.jeffersonsd251.org for more information.

Class Offerings

A complete list of ROHS course offerings can be found in our Course Catalog.

Materials Provided

Rigby Online High School classes contain nearly all the resources needed, including online textbooks and links to outside resources. The exceptions include, but are not limited to:

- Lab Science Classes (Lab work completed at home may require common household items)

Academic Honesty

In cases of academic dishonesty, including cheating or plagiarism, the student will receive a zero on the affected assignment, quiz, or exam. A conference involving the student, the teacher, and the online principal will be scheduled to review the incident and determine any additional disciplinary actions.

Academic dishonesty on course assignment/non-proctored tests:

- 1st Offense – "0" grade, the opportunity for the student to resubmit with a 25% reduction in grade, with notification to parent.
- 2nd Offense – "0" grade, the opportunity for the student to resubmit with a 50% reduction in grade, with notification to parent.
- 3rd offense – ""0" grade with no opportunity for the student to resubmit, with notification to parent.

Note: An "offense" is defined as any instance in which a student is found to have engaged in academic dishonesty. If, during a review of student work, previously submitted assignments are also determined to be academically dishonest, those instances will be considered part of the same offense and subject to the corresponding disciplinary consequences outlined in this policy.

Final exams or final projects

If a student engages in academic dishonesty on a final exam or final project, the assignment will receive a grade of zero, and no retake opportunity will be provided. Academic dishonesty includes, but is not limited to, the unauthorized use of digital resources (unless explicitly permitted), assistance from other individuals, study aids, or unauthorized notes.

Notes about academic honesty

- Advanced Opportunity Funds: Failing a class may have implications for the future use of Advanced Opportunity funds.

Plagiarism Policy

Plagiarism is the act of presenting someone else's ideas, words, or work as your own without proper acknowledgment. It is considered a serious form of academic dishonesty and may carry severe consequences, including removal from class. Examples of plagiarism include, but are not limited to:

- Using ideas from another source without citing the original source.
- Copying text directly from a source—even if cited—without using quotation marks.
- Rewording or slightly modifying phrases from a source and presenting them as original work.
- Submitting another student's work as your own.
- Students are expected to uphold academic integrity by properly crediting all sources and submitting original work.

Course Communication

Course instructors will communicate with students through their district-issued email accounts. It is essential that students check their school email account daily to stay informed and up to date. Instructors will also communicate with parents or guardians using the email address on file with Rigby High School.

Course Progress Monitoring

Student grades are updated weekly in PowerSchool. Both students and parents are encouraged to monitor academic progress regularly using the "Grades" link within each online course. The most up-to-date information about a student's progress will be found through the "grades" link inside the actual online course. Ongoing engagement in this process is strongly recommended. Any questions or concerns should be directed to the student's course instructor.

Student Roles & Responsibilities

Students must communicate often with their online teacher.

- This includes asking specific questions when confused and communicating with the teacher about goals and/or planned absences.

- Students should return communications from the teacher in a timely manner.

Students should log into their course and check their school issued email account daily (five days per week).

Students must demonstrate time management and self-organization skills.

Students should plan on working 7 – 10 hours per week in their online course.

Suggestion: Keep a notebook (online or handwritten) and place important course information such as:

- Course login information
- Teacher contact information
- Unit checklists
- Important due dates
- Course Notes

Students should be aware that ROHS teachers may not be available "on-demand" and understand teacher response time may take up to 24 hours as most ROHS teachers teach face-to-face classes each day.

Parents

Parents play a vital role from home in supporting students enrolled in Rigby Online High School. To help ensure academic success, parents are encouraged to regularly monitor their student's progress through PowerSchool and the grade report available through the online course platform.

If questions or concerns arise regarding a student's academic performance, parents should promptly reach out to the student's ROHS teacher or the ROHS principal. Contact information is accessible within each student's course.

ROHS Teacher

Each Rigby Online High School course is led by a highly qualified, certified teacher who is committed to supporting students throughout their learning experience. Teachers are available for face-to-face assistance during Intervention Fridays and will respond to email or phone inquiries within 24 hours.

Attendance

Attendance will be taken weekly.

- **Attendance Policy:** Attendance is verified weekly based on assignment submission. To be marked **Present** for the week, all assignments must be submitted on or before their respective due dates. Missing any weekly assignment will result in

an **Absence** for that week. Attendance will be taken on Monday for the previous week's assignments.

Late Work

Each course instructor will outline their specific late work policy within the course. Students are encouraged to review these guidelines carefully and to contact their online teacher directly with any questions or concerns regarding late assignments.

Final Exam

Each Rigby Online High School course includes a comprehensive, proctored final exam that carries significant weight in the overall course grade—**40% of the final grade**. To successfully complete the course and earn credit toward graduation**, students must complete 70% or more of the course assignments before completing the final exam.**

- Final exams must be taken in person at Rigby High School in the testing lab. Detailed information regarding final exams will be communicated through the ROHS website, individual course pages, student email, and Rigby High School announcements. Students are responsible for being informed and reviewing these details as they become available.

- Students are permitted to bring one page of handwritten notes (front and back) to the final exam.

- **Retakes of the final exam are NOT allowed.**

Final Exam Dates

- First Trimester—November 4, 5, 9, & 10
- Second Trimester—February 17, 18, 22, & 23
- Third Trimester—May 17 & 18 (Seniors Only) May 20, 24 & 25 (Juniors, Sophomores, Freshmen)

Course Registration/Withdrawal

Students may not register for a Rigby Online High School course more than 10 days after the start of the trimester. If a student withdraws from a course after this 10-day period, a "withdraw fail" will be recorded on the student's transcript.

Course Extensions

No course extensions will be provided.

Advanced Opportunities

Advanced Opportunities funds may be used to cover the cost of any additional course(s) beyond a student's standard course load.

Credit Recovery

Rigby Online High School courses may be used for credit recovery purposes. Prior to enrollment in a credit recovery course, a non-refundable fee of $90 must be paid to the Rigby High School bookkeeper.

Future ROHS Course Enrollment

Students who do not successfully pass one Rigby Online High School course may enroll in another ROHS course during the following trimester. The subsequent course must be completed in a designated computer lab at Rigby High School under the supervision of a lab proctor, with mandatory daily attendance and consistent progress toward course completion. Upon successful completion of that course, students may enroll in future ROHS courses without the requirement to attend the proctored lab.

Students who fail two or more Rigby Online High School courses in a single trimester will be ineligible to enroll in additional ROHS courses until they successfully complete a face-to-face trimester with passing grades in their in-person courses.

Rigby Online High School
Acceptable Use Policy

Students are expected to use technology resources responsibly and exclusively for educational purposes. All online activities must support learning and comply with the school's curriculum, policies, and objectives. Students must maintain the integrity of school systems and respect the privacy and rights of others. Any use inconsistent with the policies or objectives of Rigby High School and Rigby Online High School is strictly prohibited.

Prohibited Uses of Technology

Students may not engage in any activity that includes:

- Communication (via email, discussion boards, web pages, chat, etc.) that is:
    - Defamatory
    - Inaccurate
    - Abusive
    - Obscene
    - Profane
    - Rude
    - Threatening
    - Harassing
    - Sexually explicit
    - Racially offensive
    - Illegal
    - Inconsistent with the policies, purposes, or objectives of Rigby High School and/or Rigby Online High School
- Impersonating another individual, including, but not limited to, the use of another user's login credentials, communicating or completing work on behalf of another person, or mocking others in a derogatory manner.
- Sharing personal or private information (e.g., address, age, gender, phone number). Students should exercise caution when disclosing personal details.
- Misuse of AI tools (e.g., ChatGPT, Gemini). AI may be used for self-learning; however, copying and pasting AI-generated content as original work constitutes plagiarism. Students must follow academic integrity guidelines and cite any AI-generated text. Work created solely by AI will receive an incomplete grade.
- Violating any local, state, or federal law or regulation.

Security and Privacy Risks Associated with Personal Device Use

Students using personal devices to access online learning resources must:

- Keep operating systems, antivirus software, and firewalls updated to prevent malware and other threats.
- Avoid sharing personal information online (e.g., full name, address, phone number, email).
- Use strong, unique passwords and avoid sharing them. Where possible, log in using the Microsoft account provided by RHS.
- Avoid public Wi-Fi networks, as they are often unsecured. Use a secure network or personal hotspot instead.
- Report any security incidents, breaches, or suspicious activity to teachers or administrators immediately.

Discipline

Violations of these policies will result in disciplinary action based on the severity of the infraction:

- If a ROHS teacher determines that a student's behavior does not align with school policies or objectives, the teacher will notify the ROHS administrator, who will determine appropriate action.
- A conference with the student and parent/guardian may be scheduled.
- ROHS and RHS administration reserve the right to impose additional disciplinary measures, including revoking the student's privilege to access Rigby Online High School.