



2021-2022 ENROLLMENT

Thank you for choosing to attend North Star Online School for the 21-22 school year. In order to enroll your student in a timely manner it is very important to read and follow all instructions.

Once you complete this Enrollment Packet and return it you will be enrolled at North Star for the 21-22 school year and your enrollment for 21-22 at your current school will be dropped. Students must remain enrolled at North Star until the end of the semester.

Enrollment packets must be received no later than May 28, 2021 at 4:00 p.m.

1. Please view the Information Session Power Point found at <https://www.washoeschools.net/northstar> . It is very important you are aware of how North Star differs from last year's distant learning @ your zone schools and other online schools.
2. Review the Student and Parent Success Contract. There are many aspects of enrollment at an online school that are different from attending a brick-and-mortar school site, including parents' mandatory participation.
3. Be sure to use all current information on the enrollment form and fill it in completely. This form will be used to order your household account if it is not complete with current information it will cause a delay in the enrollment and your student's starting class.
4. Be sure to complete the Washoe County School Districts mandatory Online Registration by logging into your Infinite Campus parent portal at <https://www.washoeschools.net/Page/10776>. This must be done prior to turning in your enrollment packet. If you did it earlier in the year, and your contact information has changed, be sure to contact your current school and update your information.
5. Once you turn in the enrollment packet, notify your current school that you will be attending North Star for the 21-22 school year.

Check list for submitting your enrollment packet: Be sure you complete and attach everything, or your enrollment could be delayed.

- _____ Complete all pages with current information. Must be done by parent/legal guardian. (stepparents are not legal guardians)
- _____ Attach the following required documents to the enrollment packet.
 - ___ Birth certificate – If you did not attend a WCSD School **all of last year**.
 - ___ Current immunization for **all incoming 7th graders and all new or returning to district students**.
 - ___ Proof of residence (power bill or lease agreement)
 - ___ Most recent transcript – Middle and High School transcript must show all years and terms completed.
- _____ **Turn in pages 1-6 along with required documents listed above.** We need all pages even non signature pages.
- _____ Keep the information and FAQ pages 7-9 for your reference.
- _____ Fax, mail, or drop off the completed packet to North Star Online school. If our office is closed there is a mail slot in the door.
Do not use the night drop box, as that is not North Star's drop box. Due to extreme enrollment numbers, emails will not be processed.
- _____ Complete the WCSD mandatory online registration at <https://www.washoeschools.net/Page/10776>
- _____ 9-12 grade families **must** go to <https://www.washoeschools.net/Page/11113> and complete a course selection form and submit it the same day you turn in your enrollment packet.
- _____ Notify your current school that you have enrolled at North Star Online School for 21-22 school year.

North Star Online School Enrollment Form **Please Print clearly and complete all areas, use N/A for information that does not apply.**

The email addresses used must be current and one that you check regularly. Account information will be sent to a parent's email address listed and it is very important you monitor the email account regularly. Once the accounts are set up the internal Webmail system will be used.

Parents play a primary role in online education and are set up in the household account as Caretakers. Parent participation is mandatory and vital to the success of online learning. We do not set up stepparents unless requested below. This does not change the parent/ guardians or stepparents' access to the student in Infinite Campus. This is for the account set up for the online curriculum.

Due to FERPA regulations, we do not set up caretaker accounts for learning coaches, tutors or learning pod teachers. It is the parent / guardian's responsibility to participate and manage the household in our online curriculum. We also cannot discuss any aspect of your student's education with anyone other than legal guardian or stepparent.

STUDENT INFORMATION

Last Name: _____ First Name: _____ 21-22 Grade Level: _____

Preferred or Nick Name: _____ Student ID # _____ D.O.B _____

Students Cell #: _____ Students Email: _____

School Attended 20-21: _____ Has student ever attended North Star Online School? YES NO

Students Primary Address * Street: _____ City: _____ State _____ Zip: _____

Does student live with both parents? YES NO If not who does student primarily live with? _____

Does your student have any of the following IEP 504 currently taking GT courses or designated GT.

*Please note the address listed above should be the student's primary address. If the student lives part time equally in two households, please list the address that you want all materials to be sent. We cannot send materials to post office boxes.

MOTHER/ Legal Guardian INFORMATION:

Last Name: _____ First Name: _____

Have parental rights been revoked? YES NO (IF YES, PLEASE PROVIDE COURT DOCUMENTS)

Street Address: _____ City: _____ State: _____ Zip: _____

Cell # _____ Email (required) _____

FATHER/ Legal Guardian INFORMATION

Last Name: _____ First Name: _____

Have parental rights been revoked? YES NO (IF YES, PLEASE PROVIDE COURT DOCUMENTS)

Street Address: _____ City: _____ State: _____ Zip: _____

Cell # _____ Email (required) _____

If you want a stepparent to act as a caretaker and be added to the account, please complete the following. They must be listed in Infinite Campus and be a legal stepparent in order to be added as caretaker: (IF NOT, DO NOT COMPLETE, THIS DOES NOT AFFECT INFINITE CAMPUS DATA OR ACCESS)

STEPPARENT:

Last Name: _____ First Name: _____

Street Address: _____ City: _____ State: _____ Zip: _____

Cell # _____ Email (required) _____

STEPPARENT:

Last Name: _____ First Name: _____

Street Address: _____ City: _____ State: _____ Zip: _____

Cell # _____ Email (required) _____

North Star Online School Student & Parent Success Contract

Students/Parents (Guardians):

- North Star is a public school in the Washoe County School District for full-time students and is tuition free.
 1. The curriculum is free and includes **online** textbooks. Hardcopy textbooks are not available.
 2. Corresponding materials and books not available online **are provided by our vendor** for free to use **during** the current school year.
 3. Parent/Guardian should maintain and pay for their own high speed internet access, computer, functioning headset with microphone, and a printer. Each enrolled student must have access to their own working computer for a minimum of 5 hours daily. If you need support with technology or internet, please call North Star for assistance @353-6900.
 4. Parent/Guardian is responsible for purchase of any materials or textbooks not provided by North Star's vendor as part of the online curriculum.
 5. Parent/Guardian must maintain all software updates as required with the program.
 6. An annual activity fee of \$25.00 per student should be made payable to North Star Online School. Fee waivers are available for those eligible.

- North Star students and Parents/Guardians must place **Academic Success** as the number one priority.
 1. Students must participate in online Live Lessons, scheduled meetings, conferences, and all district and state testing.
 2. Parents and students must check **webmail** and gradebook daily, as communication is a vital part of an online school education.
 3. Students must allocate a minimum of 4-6 hours each day for online schoolwork and study.
 4. Initiate a weekly check-in with Advisory Teacher via phone, web mail, or text where applicable.
 5. Classes must add or drop classes within the District deadlines.

- Open and frequent communication must be maintained with North Star Online School staff.
 1. It is the parents and student's responsibility to check webmail and gradebook daily, as part of the open communication.
 2. Notify North Star Online School within 24 hours of any changes to phone numbers, email address, and/or physical address for both parents and students.

- Students are withdrawn from their zoned school and enrolled as full-time students at North Star. High school students will graduate from North Star Online School. If you are interested in concurrent enrollment for up to two elective classes at your zoned school, you must check with the zone school to verify it is allowed and coordinate it with your North Star counselor.

- Students must strictly adhere to all attendance, academic, and disciplinary requirements of Washoe County School District.
 1. Adhere to the North Star Attendance Policy by making adequate progress in every class each week by completing daily lessons and communicating with teachers. Parents must call when students are not able to comply. It is understood that students not making progress may be requested to come to the North Star computer lab to work until caught up on all lessons. **Students should have no more than 15 total overdue lessons to make adequate progress.**
 2. Parents and students must communicate with their advisory teacher regarding any absences. All absences will count against the student's chronic absenteeism. This is a federal and state measure that WCSD does not control.

3. Adhere to the WCSD dress code while on campus.
4. Adhere to all rules and regulations in North Star Student/Parent Handbook, located on our website.
5. Participate in all district and state mandated testing.

➤ **Students may only voluntarily transfer back to zoned school at the end of the first semester or end of the school year.**

1. **North Star uses self-paced curriculum that does not transfer equitably within the semester.**
2. **By signing this agreement and turning in the enrollment packet you will be enrolled at North Star for the 21-22 school year and agree to the rules of transfer. We cannot use enrollment as a placeholder and enrollment is final.**

Parent Involvement Policy:

Parents are an integral partner in the success of their students. Parents/Guardian are the learning coach/educator. Parent involvement requires working with your student to make sure they are successfully completing all scheduled lessons, checking attendance, working with the teachers, and regularly communicating with the school.

Parent estimated time involvement:

Grades K-6: three to six hours daily Grades 7-8: Two to four hours daily Grades 9-12: Two to five hours weekly

Transition to online education is exciting but can be challenging. North Star maintains a Student Success Team to review student progress and monitor those who have difficulties while attending our online school. The team’s first priority is to provide assistance. North Star staff will facilitate a student success meeting for support.

My signature indicates that I am enrolling my student at North Star Online School for the 21-22 school year. I have read and agree to all of the above guidelines and understand their importance to my student’s success at North Star Online School. I have also read and agree to follow the North Star Student/Parent Handbook.

Only legal parent/guardian can enroll a student. Stepparents are not legal guardians.

Student Signature: _____ Date: _____

Print Student Name: _____

Parent/Legal Guardian Signature: _____ Date: _____

Print Parent/Guardian Name: _____

Parent/Legal Guardian Signature: _____ Date: _____

Print Parent/Guardian Name: _____

**North Star Open Campus
Waiver of Liability**

North Star Online School serves students in multiple capacities. Most often students work online from home or other environments in which Wi-Fi/internet service is available. Students also attend on campus and/or off-site school sponsored activities including Blended Learning opportunities, field trips, working in the labs, and face to face support with a teacher. Our campus is open weekdays from 8:00am -4:00pm and students are free to come and go as needed to ensure their educational needs are being met to the highest degree.

Due to the nature of our open campus, families are encouraged to have a plan in place for drop off/pick up of students, as well as rules for leaving campus during school hours. The student and/or a parent will sign-in on arrival including date and time. Upon departure, student and/or parent will sign out including time, destination, and mode of transportation and/or who is picking-up student. If a student fails to provide complete information on sign out log and leaves campus, school administration may not know the destination, whereabouts, and/or activity of the student; however, the student is still bound by the rules and regulations pertaining to personal conduct as outlined in the student handbook and will be subject to disciplinary action for violations.

Waiver of Liability: By signing this agreement, the student and parents agree to release North Star Online School, an online school with the Washoe County School District, from any and all liability for a student’s actions during his or her exercise of the open campus privilege. Furthermore, this signed agreement also releases North Star Online School for any personal injury or loss of life while the student is exercising his or her open campus privilege. In consideration of permission to participate in open campus at North Star Online School today and on all future dates, I, on behalf of myself, my spouse (if applicable), my heirs, personal representatives, or assigns, do hereby release, waive and discharge Washoe County School District and North Star Online School, (including its officers, employees, and agencies) from liability from any and all claims resulting from the inherent risks, associated with the open campus from negligence, strict liability, breach of contract, or any act or omission. I also agree to hold harmless, defend and indemnify Washoe County School District and North Star Online School, its officers, employees, and agencies (that is, defend and pay any judgment and costs, including investigation costs and attorney fees) from any and all claims of mine, my spouse (if applicable), family members, or other third parties arising from my student’s participation in open campus at Washoe County School District and North Star Online School (including those arising from in the inherent risks or negligence, strict liability, breach of contract, or any act or omission). I covenant not to sue Washoe County School District or North Star Online School, its officers, employees, and agencies for any present or future claims arising directly or indirectly from my participation in this event.

Assumption of Inherent Risk: I understand that it may be impossible to list all of the inherent risks associated with an open campus, but some are listed to give the parent a better idea of the risks involved. These include: student abduction, damage to property, personal injury or death to the student due to pedestrian accidents and/or vehicular accidents. This list is not inclusive and extends to damage and/or loss of personal property as well.

I understand that the inherent risks associated with an open campus. I have read the previous paragraphs and I understand the nature of an open campus. I hereby assert that I knowingly assume all of the inherent risks of the activities, waive all liability, and that by signing below, I authorize my student to participate in the open campus environment at North Star Online School.

If 18 or older:

Printed Name of Participant

Signature of Participant

Date

If under 18, this Agreement must be signed by parent or legal guardian: If I am signing this release on behalf of my minor child, I agree and understand that I will be giving up rights for the minor as if I had signed it on my own behalf.

Printed Name of Participant

Printed Name of Parent/ Legal Guardian

Signature of Parent/ Legal Guardian

Date

Enrollment Information

Variations: North Star Online School is not a zone school. If you live in Washoe county you do not need a variance to attend. Due to changes by the Nevada Department of Education for distance learning North Star does not take out of district variations.

Transportation: Students/families are responsible for providing transportation to and from North Star Online School as there is no District sponsored transportation. Students must come to North Star for all mandated testing and when attendance is requested by the teacher. If concurrently enrolled with their zoned school, students/families are responsible for all transportation to and from their zoned school.

Student involvement in Zone School: Concurrent enrollment is a decision of the zone school and must be coordinated with North Star. If a zone school allows concurrent enrollment students may participate in athletics, music, art, or theatre. Students if approved may take electives at their zoned school that are not offered at North Star or classes that can provide education support as needed due to an IEP, 504, or ELL Services. Students will be expected to maintain attendance and grades at both schools as required by District policy or state law. Students are encouraged to stay active both at North Star and their zone school if applicable. (i.e. leadership, dances, academic Olympics)
Students enrolled at North Star Online School and concurrently with their zone school are considered full time North Star students. Graduates will earn their diploma from North Star and will be eligible to participate in the North Star graduation ceremony only, and not that of their zoned school.

Athletic Policy: Student athletes attending North Star Online School are able to participate in any sanctioned sport offered at their zoned school. North Star is an NCAA approved online course provider. Students must be enrolled at the zone school as "Sports Only" and abide by the regulations of enrollment which include:

- Students must maintain full enrollment in the plan of study designated by North Star Online School and the zone school with which they are affiliated. Enrollment will be reevaluated each semester. Student athletic participation in their zone school is subject to zone school approval and is limited to the sanctioned sports offered by the zone school.

Students Name: _____

Students Signature: _____ Date: _____

Parents Name: _____

Parents Signature: _____ Date: _____

FAQ

Keep this sheet for your reference.

Frequently Asked Questions:

Below are some of the questions we are asked most often about receiving an online education at North Star. Due to an expected high volume of inquiries, we ask that you first check our website for answers to your questions. If you do not find what you are looking for, please call the office at 775-353-6900. The website address is: <https://www.washoeschools.net/northstar>.

Online Learning:

What does it take to be a successful online student?

Typically, successful students are self-motivated, organized, and have reading skills at grade level. The ability to self-advocate for learning is also an important trait.

Is North Star really tuition-free?

North Star is a public school in the Washoe County School District and full-time students attend school tuition-free. The curriculum is free, along with online textbooks and required materials that are sent from the curriculum vendor. North Star is unable to provide hard copy textbooks. If you need support with technology or internet, please call North Star for assistance @ 775-353-6900

What is the difference between North Star Online School and our zoned schools distance learning?

At the zone school distance learning included daily interactions and direct instruction from the teacher. At North Star Online School students will work independently daily (with parent/guardian support) and take part in a live lesson once per week in their core classes.

When and how do students access their classes?

The schedule flexibility is one of the main benefits of getting an online education. Students can log into their classes when it works best for them, whether that be early in the day, late at night, after practice, before, or whenever it fits in their schedule. Students access their classes by using their individual login on the site that houses our curriculum. They can access their classes from anywhere as long as they have a computer and highspeed internet.

How many hours a day does a typical online student spend on their schoolwork?

The amount of time a student spends working on their schoolwork each day is ultimately determined by the learning style and speed of the student, but as a general guideline online student should expect to spend 4-6 hours per day on their schooling. Family members supporting the student are expected to spend between 2 and 6 hours daily working alongside the students on their daily instructions.

How do I get help from my teacher when I need it?

Students can reach their teacher by webmail, phone, or email to schedule a support session, or ask questions.

Enrollment:

How do I submit my enrollment Packet?

Please submit your enrollment packet by May 28, 2021 via fax at 775-689-2537, US mail, or drop off at North Star Online School. If the North Star office is closed, please use the mail slot in our door. The night drop box located to the right of our door belongs to another department and we may not receive your forms.

Why can't I email my enrollment packet?

Due to FERPA data concerns, **we cannot process emailed applications**. Enrollment packets must be turned in by the May 28th deadline using one of the listed methods.

How will I know my enrollment has been received?

You will receive an email from North Star once your enrollment has been processed. Please allow four weeks from date you turned in your enrollment packet before contacting the school for verification.

Does my student need a variance?

If you live in Washoe County you do not need a variance to attend North Star Online School. **Due to changes by Nevada Department of Education for distance learning, North Star does not take out of district variances.**

Do I notify my current school that I am leaving for 21-22 school year?

Yes, you will need to notify your current school that you will be attending North Star Online School for the 21-22 school year.

Why can't we withdraw from North Star and change schools before the semester is up?

One of the main reasons for this requirement is that our curriculum is not aligned with zoned schools. Changing in the middle of a semester is usually not productive for a student.

Why do I have to complete WCSD online registration?

North Star is a WCSD school and we do all our record keeping and registration in Infinite Campus. Online Registration is a requirement of WCSD and ensures that we have the most current information for your student.

What if I don't have my Infinite Campus log-in to do Online Registration?

Please contact your students' current school to reset your password or to help you set up an account. There are also full instructions at <https://www.washoeschools.net/Page/10776> . **It is very important you do not set up a second account.**

What to expect after turning in my enrollment packet?

Once you turn in your enrollment packet, your student will be processed and enrolled at North Star. The process to enroll a student takes many steps and includes ordering a household account from our vendor. Please refer to the "What to expect next" page, included in this enrollment packet, for a full explanation of what comes next.

What if I turned in an enrollment packet and then changed my mind?

It is vital you notify the registrar, in writing, immediately and no later than July 15, 2021 at sstrange@washoeschools.net that you want to drop your enrollment at North Star and specify what school you plan to attend. You must enroll at the specified school immediately. (Please note that once the school year has started you are expected to stay at North Star for the semester.) **Enrollment packets sent to this email will not be processed.**

Concurrent Enrollment, Social Interaction and Sports:

How do North Star students get social interaction and participate in sports and activities at zone schools?

North Star students are eligible to participate in sports at their zoned school, however, students will need their own transportation as this is not provided by North Star. North Star has a variety of school sponsored clubs to participate in, advised by North Star teachers. Students have other opportunities to interact with peers during Live Lessons where the students and teachers learn together in an online classroom. Students may visit campus, work in our labs, join in for fieldtrips, and other class opportunities. Covid-19 regulations permitting.

Am I able to take classes at my zone school?

Yes, Concurrent enrollment is a decision of the zone school and must be coordinated with North Star Counselors.

Miscellaneous Questions:

Do colleges and universities accept credits from an online school?

All colleges and universities will accept online credits from accredited institutions. North Star Online School is fully accredited with rigorous courses supported by licensed WCSD teachers.

When are students required to go to campus?

All state and district standardized testing will take place on the North Star campus so they can be proctored by a licensed individual. Additionally, struggling students may be required to come on to campus for additional support sessions.

What school calendar does North Star follow?

North Star follows the Washoe County School District balanced calendar.

What if I move out of Washoe County School District before the semester ends?

You will need to enroll in your new district and notify North Star immediately

Can I start my classes over summer when I get my log in?

Classes will start August 9, 2021, the official first day of school. Classes will not be open before then.

Can I come do my schoolwork on campus?

Students are welcome to visit campus and make appointments to see their teachers. Due to our increased growth and ongoing Covid concerns for the 21-22 school years, students should call first and make an appointment to visit campus so we can maintain the appropriate numbers on campus based on the Governor's directive. Please continue to check back with our website for updates next year once school starts. Our hope is to return to have student drop in on an as need basis without an appointment.

Enrollment and what to expect next.
Keep this sheet for your reference

- **Please do not use an enrollment packet as a placeholder. *Your decision must be final.* If you turn in the enrollment packet, you WILL be enrolled at North Star for the 21-22 school year.** We ask that everyone who wants to attend please go to our webpage at www.washoeschools.net/northstar and view our Q&A video along with our information Power Point. There is a lot of important information on our website to help with making the decision to attend North Star.
- Enrollment packets must be received via fax, US mail or dropped off at North Star, **no later than May 28, 2021 at 4:00 p.m.** **Emailed enrollment packets will not be processed due to the large number of enrollments expected.**

You have turned in your enrollment packet, now what?

1. Once we receive your enrollment packet, we start processing. You will receive a confirmation email sent to the parent/guardian's email provided in the enrollment packet. This email can take up to four weeks to be sent out. We ask for your patience during this time.
2. Over the summer **You will be receiving two emails from POBL Enrollment when your household account is set up and schedules load, one with a username and one with passwords.** They are sent to the **parent/guardian email that you provided in the enrollment packet; students do not receive this email. It is the parent's responsibility to be sure students get their log in.** Watch your junk folder as they sometimes end up there. **You will need to check your junk and spam mail.**
3. **Once you receive your account information, student and parent must log into their individual accounts.** Your classes will not yet be open, but this allows opportunity to become familiar with the site and your home pages. There is also an online orientation to prepare you to start classes on August 9, 2021.
4. **Parents/Guardians need to watch for their "To-Do" list on their Connexus homepage. It does not show up on the student's homepage.** Once classes are assigned, a CONFIRMATION will appear and needs to be completed before the student starts classes. These alerts are found on the parent's Connexus homepage under the "To Do" list.
5. **Parents and students must monitor their webmail accounts daily; some information and notifications are sent only to the parent/guardian and it will not show up in the student's webmail account.**
6. **Students MUST complete a lesson in EVERY CLASS on the first day of school on August 9, 2021**
7. If you do not receive your log in emails by July 30th please contact the registrar at sstrange@washoeschools.net.

North Star Online School looks forward to an exciting and successful year with all our new families.

Sincerely,
North Star Staff.
NorthStar@WashoeSchools.net