



Washington
SCHOOL of
WORLD STUDIES

CHANGE YOUR WORLD. FOREVER.

Distance Education
Student Handbook
2009

This handbook belongs to:

Name _____

Address _____

City _____ State _____ Zip _____

Phone _____ Email _____

BECOMING A GLOBAL CITIZEN

President Dwight D. Eisenhower believed that ordinary citizens of different nations, if able to communicate directly, would solve their differences and find a way to live in peace. In 1956, he put those beliefs into action and created People to People International.

In 1956, the 34th president of the United States called a special White House conference of American leaders, who joined him in creating the People to People initiative. As a result, the People to People mission developed around personal exchanges and firsthand experiences with other cultures.

Walt Disney created the “It’s a Small World” attraction in 1964 after his participation in the People to People White House conference. This attraction has now introduced over 250 million people to the concept that we may have our differences, but underneath we all share the same core values.

Since 1963, People to People has taken thousands of young Americans across international borders. Venturing abroad or on our own continent, Ambassadors return home with a greater sense of what it means to be a good neighbor and a global citizen. And, now, in conjunction with the Washington School of World Studies, People to People provides unparalleled virtual learning opportunities which expand global understanding while earning high school credit.

It is amazing how Disney’s words are just as appropriate today as they were when introduced in 1964. With the advancement of computers and the age of the Internet, our ability to communicate with our friends and counterparts all over the globe has never been easier, and there has never been a better reason for students to learn more about how the history, culture, art, geography, economics, environment, and international affairs of other nations relate to their own. Perhaps, People to People was a bit ahead of its time, or perhaps the concept is timeless.

President John F. Kennedy said it best: “The nature of People to People activities is as varied as the individuals involved. The housewife whose recipe contains the yeast of kindness, the soldier whose arms embrace homeless waifs, the doctor who heals with humility, all assert a single theme—the power of people, acting as individuals, to respond imaginatively to the world’s need for peace.”

CHANGE YOUR WORLD. FOREVER.

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SCHOOL OVERVIEW

Welcome

The Washington School of World Studies welcomes you! Our courses build on the educational content of the People to People travel programs, reinforcing that organization's mission of peace through understanding.

We are an accredited institution offering transferable credits through:

- Distance-learning courses for high school credit
- Travel study courses for People to People participants
- Service-learning courses for People to People participants

Our courses are designed to:

- Meet standardized educational objectives
- Encourage independent thought and problem-solving
- Promote a lifelong interest in learning about the world, from art to economics
- Help students in their development as global citizens

At the Washington School of World Studies, you will work closely with highly qualified instructors who value the quality of your educational experiences. Our growing staff has worked extensively in public and private education, extracurricular youth education, conferences, consulting, and educational travel.

This handbook is designed to provide you with essential information about the school and its unique approaches to meeting your academic needs. It is important that you read through it carefully. Pay particular attention to school policies. It is the responsibility of every student to closely adhere to all school policies. The Washington School of World Studies values learning and your academic success, both of which depend on your active participation and understanding of school procedures.

Sincerely,
Washington School of World Studies Staff

Mission

Inspire students to strive for world peace and understanding through hands-on global travel and virtual classroom encounters that foster independence and critical thinking about cultural interactions and global citizenship.

Provide passionate students with challenging and experience-rich alternative learning contexts that enable them to achieve both personal and educational goals.

Vision

We are dedicated to bridging national borders by exposing young people to the beauty and complexity of the world they will inherit. We enhance the relevance of curriculum by providing exceptional virtual learning opportunities, peerless educational travel, and face-to-face interaction with people from around the globe. Our students will understand how the history, culture, art, geography, economics, environment, and international affairs of other nations relate to their own. By exposing students to a diverse blend of global experiences and virtual classroom opportunities, we hope to instill tomorrow's leaders with the enlightened perspectives needed to flourish in an increasingly complex world, and to inspire them to continually seek closer ties between nations.

Who is the Washington School of World Studies?

The Washington School of World Studies draws its support from the global organizational resources of People to People Ambassador Programs. From marketing to development and selection of curriculum materials and providers, from travel services to organizing overseas activities, from screening teacher leaders to ensuring expert guidance and safe personal interactions within the destination countries, the organization fully supports the Washington School of World Studies' mission of creating fully rounded learning experiences for our students (both virtual and experiential), and takes its guidance in development of support materials from the standards set by the Washington School of World Studies.

The Washington School of World Studies is affiliated with and housed within the People to People Ambassador Programs headquarters located in Spokane, Washington. People to People's excellent reputation around the world provides direct benefit to the school both through direct availability of resources and by shifting parental focus from safety concerns to program benefits. Students and families are assured of the highest quality experiences in customer service, educational travel, and virtual education.

Contact Information

As your education progresses, you'll be in frequent contact with many instructors and administrators at the school. Below is a listing of the most critical phone numbers, email addresses and other contact information you'll use throughout your education.

School Offices	School Administration
<p>Washington School of World Studies Dwight D. Eisenhower Building 1956 Ambassador Way Spokane, WA 99224-4006</p> <p>Toll Free: 866-504-9396 Phone: 509-568-7909 Fax: 866.654.3749 Local Fax: 509.568.7050</p> <p>Website: www.schoolofworldstudies.org Email: mail@schoolofworldstudies.org</p>	<p><i>Registrar</i> Katy Summers Phone: 509.568.7153 Email: katy.summers@schoolofworldstudies.org</p> <p><i>Director of Online Learning</i> Nicole Nanny Phone: 509.568.7451 Email: nicole.nanny@schoolofworldstudies.org</p>

Is Online Learning Right for Me?

We at the Washington School of World Studies are committed to the success of all students. We will do whatever we can to help you, but the main responsibility for your learning is yours. Our distance education approach requires a great deal of effort and commitment on your part.

Online learning is a new way of pursuing education for most students. Even if a student is comfortable with chat rooms, discussion boards, and building relationships online, using internet tools for rigorous academic work comes with new challenges for many students.

If you haven't taken it already, the self-assessment below will help you determine if online learning is right for you. Feel free to discuss these questions with your parent(s) or guardian(s) too!

Answer the following questions to assess your aptitude for success in online learning. Pick one answer for each question, and score as directed following question 15.

1. Who is most responsible for what and how much you learn?

- a. I am ultimately responsible for my own learning.
- b. The instructor and I share equal responsibility for what and how much I learn.
- c. The instructor is most responsible for what and how much I learn.

2. Which statement best describes your personal motivation and self-discipline?

- a. I take pride in my ability to motivate myself.
- b. I sometimes need others to encourage and motivate me.
- c. I often need supervision to complete my assigned tasks.

3. Which statement best describes your problem-solving skills?

- a. I enjoy solving problems on my own.
- b. I enjoy solving problems but sometimes need assistance.
- c. I find problem solving difficult and often need assistance.

4. Which statement best describes your interest in taking an online course from the Washington School of World Studies?

- a. I'm very interested in taking a distance learning course online..
- b. I'm somewhat interested in taking a distance learning course online.
- c. I could be satisfied taking a similar course offline.

5. Which statement best describes your ability to plan, prioritize tasks, and organize assignments?

- a. I always plan ahead and stay organized.
- b. I try to plan ahead but have some difficulty staying on task.
- c. I always seem to be running behind.

6. How often do you submit your assignments on time?

- a. I always complete assignments thoroughly and on time.
- b. I usually complete assignments on time.
- c. Rarely. I have a problem starting tasks and often do not complete them.

7. Considering your academic, work, and personal schedule, the amount of time you have to devote to an online class is:

- a. More than for an offline course.
- b. The same as for an offline course.
- c. Less than for an offline course.

8. Which statement best describes your writing ability?

- a. I have strong writing skills.
- b. I am an average writer.
- c. Writing is not my strong point.

9. Which statement best describes your reading ability?

- a. I typically understand text without assistance.
- b. I sometimes need assistance to understand the text.
- c. I usually need assistance to understand the text.

10. Which statement best describes your computer skills?

- a. I am comfortable with electronic mail, web browsing, and word processing.
- b. I can get by if there is not too much typing or special software.
- c. I am either a novice computer user or I really don't like using a computer.

11. When an instructor gives an assignment, you prefer:

- a. Figuring out the instructions yourself.
- b. Trying to follow the instructions on your own, then asking for help if needed.
- c. Having the instructions explained to you.

12. Which of the following methods of instructor feedback do you prefer?

- a. Written explanation.
- b. Both written and oral explanation.
- c. Oral explanation.

13. Verbal interaction in the classroom is:

- a. not important to me.
- b. somewhat important to me.
- c. very important to me.

14. When you have a question, how quickly do you feel you need a response from your instructor?

- a. Within a few days.
- b. Within a day.
- c. Immediately.

15. Which of the following statements best describes your preferred learning style?

- a. I prefer working with and learning from my classmates.
- b. I prefer working one on one with my teacher.
- c. I prefer working alone.

Self-Evaluation

To determine your results, add up the results of each answer following these scoring terms:

A = 3

B = 2

C = 1

If survey total is greater than 35:

You and the Washington School of World Studies distance-learning courses are a good match! You understand the level of commitment that will be required to succeed in an online learning environment.

If survey total is greater than 25 but less than 35:

It sounds like you could make a go of the Washington School of World Studies distance-learning courses. Be sure to select a course that interests you, as online learning requires a high degree of commitment.

If you scored under 25:

Our Washington School of World Studies online courses may not be the best option for you. Discuss your alternatives with your guidance counselor.

This survey form was developed by Virtual High School Global Consortium.

ACADEMICS

Time & Learning Requirements

Not unlike a bricks-and-mortar school, the amount of time students spend on Washington School of World Studies courses will vary from student to student, and even from course to course. The key differences, however, are that with our online courses, students can work at their own pace. This means that a student can finish a course in less time than it takes to take the same course at a high school campus. Or, if a student needs more time than is traditionally allowed for a course on campus, he or she has it (within reason, of course). On average, students should expect to spend approximately 45-60 minutes per day, 5 days per week to complete a 0.5 credit course within an 18-week schedule.

Participation

Regular participation in Washington School of World Studies classes is critical to student success. Routinely taking part in discussions will help to keep students motivated and keep them in touch with their instructors and peers. Although there is no “attendance” in the same way as is defined in a ground class, students should log in to each of their courses for substantive participation no less than three times a week.

Instructors will contact students by email and/or phone if they do not appear to be engaging frequently or making satisfactory progress in their courses. If such efforts do not succeed in re-engaging the student, the parent will be notified. If a student does not participate in the course within a month, the student will be dropped from the course unless other arrangements have been made between the family and the Washington School of World Studies staff.

Absences

If a student knows he or she will not be participating in a course due to vacation, travel, or other commitments, the instructor(s) must be notified at least one week in advance of the planned absence. In the case of a prolonged emergency absence, the student and/or parent should notify the school as soon as possible.

School Calendar

The Washington School of World Studies calendar is very flexible. Course start and end times are flexible. A student may begin a course at any time during the year. The school closes for traditional holidays, but our technology means the school is accessible 24/7/365, except for scheduled system maintenance. Instructors’ office hours will vary, but will be posted within the online classroom environment

Course Listing

The following is a list of all the middle school, high school, and Advanced Placement courses the Washington School of World Studies offers for 2009. All courses are available during any time during the year: winter, spring, summer or fall. If there are courses you wish to take that are not yet part of the Washington School of World Studies curriculum, please contact the school's administration. In many cases, we can provide additional high quality online courses beyond those listed here. *Please see the Course Catalog for full course descriptions.*

High School Course Listing		
Registration Code	Course Title	Semester Credits
<i>Social Studies Courses</i>		
SOC200	Geography	1.0 Credit
SOC201	World History	1.0 Credit
SOC202	American History	1.0 Credit
SOC203	American Government	0.5 Credit
SOC204	Civics	0.5 Credit
SOC205	Economics	0.5 Credit
SOC320	AP European History	1.0 Credit
SOC303	AP U.S. Government*	0.5 Credit
SOC302	AP U.S. History	1.0 Credit
SOC301	AP World History	1.0 Credit
SOC310	AP Macroeconomics	0.5 Credit
SOC311	AP Microeconomics	0.5 Credit
<i>Science Courses</i>		
SCI205	Environmental Science	1.0 Credit
SCI305	AP Environmental Science*	0.5 Credit
<i>Language Arts Courses</i>		
ENG500	Creative Writing	1.0 Credit
ENG600	Journalism	0.5 Credit
<i>World Languages Courses</i>		
SPA101A/101B	Spanish I	1.0 Credit
SPA201A/201B	Spanish II*	1.0 Credit
FRE101A/101B	French I	1.0 Credit
FRE201A/201B	French II*	1.0 Credit
GER101A/101B	German I	1.0 Credit
GER201A/201B	German II*	1.0 Credit
CHI101A/101B	Chinese I	1.0 Credit
CHI201A/201B	Chinese II*	1.0 Credit
<i>Level III and AP Language courses available upon request.</i>		
High School Course Listing, continued		

Registration Code	Course Title	Semester Credits
LAT101A/101B	Latin I	1.0 Credit
LAT201A/201B	Latin II*	1.0 Credit
<i>Elective Courses</i>		
ART201	Art Appreciation	0.5 Credit
MUS201	Music Appreciation	0.5 Credit
CPL201	Career Planning	0.5 Credit
MRKT201	Marketing	1.0 Credit
<i>Technology</i>		
TECH201	Digital Photography	0.5 Credit
TECH202	Web Design	0.5 Credit
TECH203	Flash Animation	0.5 Credit
TECH204	Digital Video Production	0.5 Credit
<i>*Courses requiring a prerequisite.</i>		

Middle School Course Listing		
Registration Code	Course Title	Semester Credits
<i>Social Studies Courses</i>		
SOC106	Social Studies 6	1.0 Credit
SOC107	Social Studies 7	1.0 Credit
SOC108	Social Studies 8	1.0 Credit
<i>Science Courses</i>		
SCI106	Science 6	1.0 Credit
SCI107	Science 7	1.0 Credit
SCI108	Science 8	1.0 Credit
<i>World Languages Courses</i>		
SPA101A	Middle School Spanish I	1.0 Credit
SPA101B	Middle School Spanish II*	1.0 Credit
FRE101A	Middle School French I	1.0 Credit
FRE101B	Middle School French II*	1.0 Credit
GER101A	Middle School German I	1.0 Credit
GER101B	Middle School German II*	1.0 Credit
CHI101A	Middle School Chinese I	1.0 Credit
CHI101B	Middle School Chinese II*	1.0 Credit
<i>Technology Elective Courses</i>		
TECH101	Digital Photography	0.5 Credit
TECH102	Web Design	0.5 Credit
<i>*Courses requiring a prerequisite.</i>		

Grading Scale

The Washington School of World Studies uses a traditional A-F grading system. Instructors assign grades based on the following scale:

A	90-100%	Student effectively demonstrated exceptional understanding of all course outcomes with an average of 90-100% accuracy. All coursework was completed at an exceptionally high level of quality and in a timely fashion. Student participated actively and substantively by both initiating discussions and participating in discussions initiated by others.
B	80-89%	Student effectively demonstrated solid understanding of all course outcomes with an average of 80-89% accuracy. All coursework was completed at an above-average level of quality and usually in a timely fashion. Student participated substantively by both initiating discussions and participating in discussions initiated by others.
C	70-79%	Student demonstrated acceptable understanding of most course outcomes with an average of 70-79% accuracy. All coursework was completed in a reasonably timely fashion. Student participated substantively in discussions initiated by others.
D	60-69%	Student demonstrated some understanding of the most critical course outcomes with an average of 60-69% accuracy. All major coursework was completed. Student participated only occasionally in discussions initiated by others.
F	0-59%	Student has not demonstrated sufficient learning to earn credit for the course. Student work was consistently of poor quality, and the student rarely participated in course discussions.
IN	Incomplete	Major coursework left uncompleted. Final grade is withheld until sufficient coursework is complete and submitted. Temporary F assigned within one month after last engagement. Final F assigned two months after last engagement.
W	Withdrawn	Student officially withdraws from the class.

Earning Credit

People to People participants in grades 9-12 who are enrolled in a tuition-paid online course are eligible to earn the course's indicated high school credit upon successful completion of course objectives by full participation in the program and an earned grade of D or better.

The mission of the Washington School of World Studies is to inspire students to strive for world peace and understanding through hands-on global travel and virtual classroom encounters that foster independence and critical thinking regarding cultural interactions and global citizenship. We provide passionate students with challenging and experience-rich alternative learning contexts which enable them to achieve both personal and educational goals. Our challenging coursework prepares students to meet these demands.

Online students in grades 5-8 who complete course requirements receive a Certificate of Completion. This may be presented to classroom teachers for possible extra credit or as documentation of work to meet state and local school district Certificate of Academic Achievement (CAA) requirements in social studies, science, electives, or foreign language. Schools will often place these certificates in a student's portfolio as demonstration of subject-specific work samples and experiences beyond the regular classroom requirements.

The Washington School of World Studies strongly encourages parents to take an active role in this process. If a student is performing unsatisfactorily at any time during the course, the instructor or a Washington School of World Studies administrator may request a conference with the student and parent. At that time, areas in need of improvement will be identified and a plan of action will be developed.

It is important to note that individual school districts set their own guidelines when accepting credit hours from other schools such as the Washington School of World Studies. We recommend that you meet with your academic advisor to discuss the course you desire to register for to determine whether any restrictions may apply for transfer of credits.

Transcripts

Upon successful completion of the course(s), the Washington School of World Studies will issue the student one official transcript indicating courses completed and earned grades and credits. Transcripts will typically arrive at the student's home address within 4 weeks of course completion. Expedited transcripts will be processed and issued at \$8.95 each. Additional transcripts, beyond the free one issued to the student, are available at \$5.00 each.

Academic Counseling

Academic counseling is available for all Washington School of World Studies online students. We will assist with course selection, post-secondary guidance, and other academic counseling issues. Please call the school toll-free at 866.504.9396, ext. 7451 for any academic counseling needs.

POLICIES

Code of Conduct

Washington School of World Studies works to create an atmosphere of value-based education with a focus on global citizenship. All students who enroll in the school are expected to accept the responsibilities of global citizenship and to show consideration and respect for personal freedom and property rights of members of the civic and academic community. Students are expected to abide by ethical and academic standards that are conducive to a positive learning experience. These expectations include, but are not limited to, the expectation that the student:

- Gives appropriate attention to high-quality work
- Attends class, exercises, and engagements as required
- Acknowledges and accepts the responsibility of honorable adherence to the school's standards, rules, policies, and procedures
- Supports and exhibits ethical behavior with fellow students, faculty, and staff
- Recognizes and embraces the diversity and personal values of others
- Exhibits self-direction and self-reliance as a Washington School of World Studies student and in the pursuit of individual and collaborative learning objectives and goals
- Acknowledges and accepts personal responsibility and accountability for his or her actions, interactions, and communication in all forms with fellow students, faculty, and staff
- Upholds confidentiality and respect for personal information communicated in the classroom
- Adheres to school policies and standards of academic honesty

The following are examples of violations of the Code of Conduct. This list is not exhaustive and is intended only to provide examples.

- Communicating in any form that threatens or violates the personal safety of any fellow student, faculty member, or member of the school staff
- Communicating or behaving in any form that disrupts or interferes with the educational process or any school function
- Harassment in any form that creates a hostile or offensive educational environment for a student, faculty member, or staff member
- Failing to comply promptly with any reasonable directive from a faculty member or school official

- Failing to cooperate with officials in a school investigation
- Using, distributing, discussing, or being under the influence of alcohol or illegal drugs while involved in an online course
- With the exception of authorized persons, permitting anyone to access one's online classroom or attend class in one's stead, or attending class for another
- Sharing one's password or using someone else's password for any school system or network

Reporting Code of Conduct Violations

The school may take disciplinary action against a student who violates the school's Code of Conduct. Such action may take the form of a reprimand, restriction of certain privileges, suspension, or final dismissal.

Acts in violation of the Student Code of Conduct will be reported to the school and to the offending student(s) immediately upon discovery. Depending on where the incident occurs, the Code of Conduct violation will be reported on the Classroom Incident Report.

Academic Integrity & Plagiarism

I. Introduction

The purpose of this policy is to maintain the highest standards of academic integrity throughout the school. Any learning environment is based on trust, honesty, and integrity. Washington School of World Studies' unique online learning environment is no exception.

II. General Statement of Policy

Any form of academic dishonesty is unacceptable and will not be tolerated. The school will respond vigorously to all violations of this policy.

III. Violations

Violations against academic honesty and plagiarism include, but are not limited to:

- A. Using another student's school account to do work, participate in discussions, or otherwise post information in school forums.
- B. Impersonating another student or adult, or having any person impersonate the student in any way.
- C. Copying and submitting another person's work as one's own, whether or not that person is a member of the Washington School of World Studies community.
- D. Representing someone else's work as one's own.
- E. Including, without citation, work from any other person or source.
- F. Any other action intended to obtain credit for work which is not one's own.
- G. Any form of cheating on any test or assignment.

IV. Student Responsibilities

Students take full responsibility for all work submitted in their name or from within their account. Students are responsible for understanding academic integrity, plagiarism, and related issues. If a student does not understand such issues, they are responsible for discussing them with an advisor or instructor at the earliest possible time and within one week of starting any Washington School of World Studies course.

V. School Response

All violations or suspected violations of this policy will result in a report by the instructor to the school administration and a phone call to the parent by the school administration, the instructor, or both. The school's response to violations of this policy may include, but is not limited to:

- A. Denying credit for any assignment in which the violation occurs.
- B. Denying credit for any course in which the violation occurs, without refund.
- C. Suspension or expulsion.

Appropriate Communication & Netiquette

Netiquette refers to rules of etiquette for internet-based communications. Netiquette is intended to help staff and students communicate clearly in this environment with a minimum of misunderstandings or other unintended consequences. The rules of netiquette to which the Washington School of World Studies adheres are:

- All postings within any given course should be in standard written English, except in the case of foreign language courses. Because the Washington School of World Studies strives for excellence and academic rigor, slang is inappropriate.
- Typographical errors and grammatical errors are expected, but should be minimized through proofreading and the use of built-in spell- and grammar-check tools within the student's word processing software.
- Avoid using ALL CAPS, except for acronyms and other appropriate uses. Use of all capital letters in written communication is considered shouting.
- All postings in the student's online classroom should be meaningful and respectful, and demonstrate clear, critical, and analytical thinking. Every posting within the student's online classroom is a component of his or her academic work. Avoid comments which lack substance, such as "I agree" or "Good point." Ensure that each posting adds substantially to the discussion.
- Respond respectfully to all members of your course, especially when you disagree with them. The online academic environment is conducive to rich, thoughtful discussion. To encourage this type of discussion, all perspectives should be honored and respected. Instead of "You're crazy!" try asking clarifying questions, such as "I hadn't thought of it that way. Will you please explain your perspective a little more?"
- Remember that your online and/or computer skills may be lesser or greater than any one of your peers. Be tolerant of others' mistakes and your own.
- Be yourself! Don't be afraid to inject your personality into your work.

Progressive Discipline

The Washington School of World Studies expects exemplary behavior from its travel study students. These same expectations apply to all of the students participating in Washington School of World Studies online courses. Students seek educational opportunities through People to People Ambassador Programs and the Washington School of World Studies because of their reputations for exemplary learning opportunities in safe and productive environments.

Any behavior that, in the judgment of any staff member, negatively impacts the learning environment can result in that student being subject to disciplinary action.

In any case of inappropriate behavior or violation of any school policies, the following discipline plan will be utilized. Depending on the seriousness of the offense, the discipline process may begin at any step in the plan.

Step	Action	Example Trigger Behavior
1	Instructor(s)/advisor conference with student	Occasional breaches of netiquette that impact the learning environment.
2	Instructor(s)/advisor conference with student and parent/guardian.	Consistent breaches of netiquette that impact the learning environment.
3	Instructor/advisor conference with student, parent/guardian, and school administration. Student may be placed on probation, resulting in increasingly severe consequences for any subsequent violation. Terms of the probation will be determined by the school administration in consultation with the advisor, instructor, and parent.	Moderate violation of school policies or the acceptable use policy in a way that does not impact any other student or the function of the school.
4	A conference will be held with the student, the parent/guardian, the instructor(s)/advisor, and school administration. Depending on the results of the conference, the student may be placed on academic probation, expelled from a class or classes, or expelled from the school entirely. In particularly severe cases, expulsion may occur without a conference.	Major violation of school policies or acceptable use policies, including plagiarism or harassment.

Harassment

I. Introduction

The purpose of this policy is to maintain a learning environment that is free from any form of harassment, including but not limited to, religion, racial, or sexual harassment and violence. The school prohibits any form of religious, racial, or sexual harassment and violence or any type of behavior—verbal, written, or electronic—which causes chronic or continual annoyance.

II. General Statement of Harassment Policy

- A. It is the policy of the school to maintain a learning environment that is free from harassment and violence. The school prohibits any form of religious, racial, sexual, or chronic harassment and violence or bullying. It shall be a violation of this policy for any pupil or staff member to harass a pupil or staff member through conduct or communication of a sexual nature or regarding religion and race or considered a chronic annoyance as defined by this policy. (For purposes of this policy, school staff includes school advisory board members, staff, agents, volunteers, contractors, or persons subject to the supervision and control of the school.)
- B. It shall be a violation of this policy for any pupils or staff members to inflict, threaten to inflict, or attempt to inflict religious, racial, sexual, or chronic violence or bullying upon any pupil or staff member.
- C. The school will act to investigate all complaints, formal or informal, verbal or electronic, of religious, racial, sexual, or continual/chronic harassment or violence, and to discipline or take appropriate action against any pupil or staff member who is found to have violated this policy.

III. Religious, Racial, and Sexual Harassment and Violence Defined

A. Sexual Harassment; Definition.

1. Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct, or other verbal or physical conduct or communication of a sexual nature when:
 - a. submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining or making decisions about an individual's education; or
 - b. that conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's education, or creating an intimidating, hostile, or offensive educational environment.

2. Sexual harassment may include but is not limited to:
 - a. unwelcome verbal harassment or abuse;
 - b. unwelcome pressure for sexual activity;
 - c. unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt threats concerning an individual's educational status;
 - d. unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt promises of preferential treatment with regard to an individual's educational status, or;
 - e. unwelcome behavior, words, or emoticons directed at an individual because of gender, sexual orientation, or alleged sexual orientation.

B. Racial Harassment; Definition.

Racial harassment in an online environment consists of pictorial or verbal conduct relating to an individual's race when the conduct:

1. has the purpose or effect of creating an intimidating, hostile, or offensive academic environment, or;
2. has the purpose or effect of substantially or unreasonably interfering with an individual's academic performance, or;
3. otherwise adversely affects an individual's academic opportunities.

C. Religious Harassment; Definition.

Religious harassment consists of pictorial or verbal conduct which is related to an individual's religion when the conduct:

1. has the purpose or effect of creating an intimidating, hostile, or offensive academic environment, or;
2. has the purpose or effect of substantially or unreasonably interfering with an individual's academic performance, or;
3. otherwise adversely affects an individual's academic opportunities.

IV. Reporting Procedures

- A. Any person who believes he or she has been the victim of religious, racial, sexual, or continual/chronic harassment or violence or bullying by a pupil or staff member of the school, or any person with the knowledge or belief of conduct which may constitute religious, racial, sexual, or continual/chronic harassment or implied violence toward a pupil or staff member, should report the alleged acts immediately to an appropriate school official designated by this policy. The school encourages the

reporting party or complainant to use the report form available from any staff member, but oral reports shall be considered complaints as well. Nothing in this policy shall prevent any person from reporting harassment or violence to school officials.

- B. Submission of a good faith complaint or report of religious, racial, sexual, or continual/chronic harassment or violence will not affect the complainant's or reporter's future grades or work assignments.
- C. Use of formal reporting forms is not mandatory.
- D. The school will respect the privacy of the complainant, the individual(s) against who the complaint is filed, and the witness(es) as much as possible, consistent with the school's legal obligations to investigate, to take appropriate action, and to conform to any discovery or disclosure obligations.

V. Investigation

- A. By authority of the school, a school official, upon receipt of a report or complaint alleging religious, racial, sexual harassment, or violence, shall immediately undertake or authorize an investigation. The investigation may be conducted by staff members or by a third party designated by the school.
- B. The investigation may consist of personal interviews with the complainant, the individual(s) against whom the complaint is filed, and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. The investigation may also consist of any other methods and documents deemed pertinent by the investigator.
- C. In determining whether alleged conduct constitutes a violation of this policy, the school should consider the surrounding circumstances, the nature of the behavior, past incidents or past or continuing patterns of behavior, the relationships between the parties involved, and the context in which the alleged incidents occurred. Whether a particular action or incident constitutes a violation of this policy requires a determination based on all the facts and surrounding circumstances.
- D. In addition, the school may, at its discretion, take immediate steps to protect the complainant, pupils, or school personnel pending completion of its investigation.

VI. School Action

- A. Upon receipt of a report, the school will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, or expulsion.
- B. The result of the school's investigation of each complaint filed under these procedures will be reported in writing to the complainant by the school in accordance with state and federal law regarding data or records privacy.

VII. Reprisal

The school will discipline or take appropriate action against any pupil or school staff member who retaliates against any person who reports alleged religious, racial, sexual, or continual/chronic harassment or bullying or violence or any person who testifies, assists, or participates in an investigation, or who testifies, assists, or participates in a proceeding or hearing relating to such harassment or violence. Retaliation includes, but is not limited to, any form of intimidation, reprisal, or harassment or viral transmission to the individual's computer.

VIII. Right to Alternative Complaint Procedures

These procedures do not deny the right of any individual to pursue other avenues of recourse.

IX. Dissemination of Policy and Training

- A. This policy shall be conspicuously posted on the school website in areas accessible to pupils, parents, and staff members.
- B. This policy shall appear in the student and staff handbooks.
- C. The school will develop a method of discussing this policy with students and staff members.
- D. A signed Policies Receipt and Agreement form must be signed by all students and staff members, and will be kept on file by school administration.
- E. This policy shall be reviewed at least annually for compliance with state and federal law.

Acceptable Use Policy

I. Introduction

For the purposes of this policy, the term “School” includes software and servers belonging to the Washington School of World Studies and its selected third-party vendors.

Obviously the use of the internet is critical to the function of this School. Students and staff will all be using the School’s software and servers via the internet. This policy is designed to ensure that all students and staff use the School’s systems appropriately and help maintain a comfortable, safe, and well-functioning school.

II. General Statement of Policy

In making decisions regarding student access to the School computer system, including electronic communications, the School considers its own stated educational mission, goals, and objectives. Students may access the School software, including the course management system and the student management system and tools contained therein. The School expects that staff will blend thoughtful use of the School computer system and the internet throughout the curriculum and will provide guidance and instruction to students in their use.

III. Limited Educational Purpose

The School is providing students with access to School computer systems, which includes access to the School software, including the course management system and the student management system. The School system has a limited educational purpose, which includes use of the system for project activities, course activities, and educational research. Users are expected to use School course management systems access to further educational goals consistent with the mission of the School and School policies. Uses which might be acceptable on a user’s private personal account on another system may not be acceptable on this limited-purpose system.

IV. Use of System is a Privilege

The nature of the School requires frequent use of the School system. However, the use of the School system is a privilege, not a right. Depending on the nature and degree of the violation and the number of previous violations, unacceptable use of the School system may result in one or more of the following consequences: suspension or cancellation of use or access privileges; payments for damages and repairs; discipline under other appropriate School policies, including suspension, expulsion, exclusion; or

civil or criminal liability under other applicable laws. In the case of suspension or cancellation of access privileges for a student, the student and the student's parent or guardian must make arrangements for work to continue until the suspension or cancellation is revoked, or the student may withdraw or be expelled from the School.

V. Unacceptable Uses of the School Computer System

A. The following uses of the School system and internet resources or accounts are considered unacceptable:

1. Users will not use the School system to access, review, upload, download store, print, post, receive, transmit, or distribute:
 - a. pornographic, obscene, or sexually explicit material or other visual depictions that are harmful to minors;
 - b. obscene, abusive, profane, lewd, vulgar, rude, inflammatory, threatening, disrespectful, or sexually explicit language;
 - c. materials that use language or images that are inappropriate in the education setting or disruptive to the educational process;
 - d. information or materials that could cause damage or danger of disruption to the educational process;
 - e. materials that use language or images that advocate violence or discrimination toward other people (hate literature) or that may constitute harassment, bullying, or discrimination.
2. Users will not use the School system to knowingly or recklessly post, transmit, or distribute false or defamatory information about a person or organization, or to harass another person, or to engage in personal attacks, including prejudicial or discriminatory attacks.
3. Users will not use the School system to engage in any illegal act or violate any local, state, or federal statute or law.
4. Users will not use the School system to vandalize, damage, or disable the property of another person or organization, will not make deliberate attempts to degrade or disrupt equipment, software, or system performance by spreading computer viruses or by any other means, will not tamper with, modify, or change the School system software, hardware, or wiring or take any action to violate the School's security system, and will not use the School system in such a way as to disrupt the use of the system by other users. Users will not tamper with, modify, or change any safety or security features, including filtering software, virus protection software, spyware detection/elimination software, or other safety and security utilities.

5. Users will not use the School system to gain unauthorized access to information resources or to access another person's materials, information, or files without the implied or direct permission of that person.
 6. Users will not use the School system to post private information about another person, personal contact information about themselves or other persons, or other personally identifiable information, including, but not limited to, addresses, telephone numbers, school addresses, work addresses, identification numbers, account numbers, access codes or passwords, labeled photographs, or other information that would make the individual's identity easily traceable, and will not repost a message that was sent to the user privately, without permission of the person who sent the message. Users may, but shall not be required to, post basic contact information about themselves within a secure, password-protected area of the School's systems for academic purposes only.
 7. Users must keep all account information and passwords on file with the designated School official. Users will not attempt to gain unauthorized access to the School system or any other system through the School system, attempt to log in through another person's account, or use computer accounts, access codes, or network identification other than those assigned to the user. Messages and records on the School system may not be encrypted without the permission of appropriate school authorities.
 8. Users will not use the School system to violate copyright laws or usage licensing agreements, or otherwise to use another person's property without the person's prior approval or proper citation, including the downloading or exchanging of pirated software or copying software to or from any school computer, and will not plagiarize works they find on the internet.
 9. Users will not use the School system for conducting business, for unauthorized commercial purposes, or for financial gain unrelated to the mission of the School. Users will not use the School system to offer or provide goods or services or for product advertisement. Users will not use the School system to purchase goods or services for personal use without authorization from the appropriate school official.
- B. If a user inadvertently accesses unacceptable materials or an unacceptable internet site, the user will immediately disclose the inadvertent access to an appropriate school official.

VI. Limited Expectation of Privacy

- A. Parents/Guardians have the right at any time to investigate or review the contents of their child's files by submitting a request to the school administration.
- B. Parents/Guardians have the right to request the termination of their child's individual account at any time. Because the internet and School computer system are essential for participation in this School, any such request will also serve as a request to withdraw the student from the School.
- C. The School will cooperate fully with local, state, and federal authorities in any investigation concerning or related to any illegal activities or activities not in compliance with School policies conducted through the School system.

VII. Internet Use Agreement

- A. The proper use of the internet, and the educational value to be gained from proper internet use, is the joint responsibility of students, parents/guardians, and employees of the School.
- B. This policy requires the permission of the School's designated professional staff before a student may use a school account or resource to access the internet.
- C. The Internet Use Agreement form for students must be read and signed by the student and the parent/guardian. The Internet Use Agreement form for employees must be signed by the employee. The form must then be filed at the School office.

VIII. Limitation on School Liability

Use of the School system is at the user's own risk. The system is provided on an "as is, as available" basis. The School will not be responsible for any damage users may suffer, including, but not limited to, loss, damage, or unavailability of data stored on School CDs, hard drives, or servers, or for delays or changes in or interruptions of service or misdeliveries or non-deliveries of information or materials, regardless of the cause. The School is not responsible for the accuracy or quality of any advice or information obtained through or stored on the School system. The School will not be responsible for financial obligations arising through unauthorized use of the School system or the internet.

TECHNOLOGY REQUIREMENTS

Technology Skills

No advanced technical skills are needed to participate in Washington School of World Studies courses. Students should be comfortable using the internet, and they should be able to send email, use email attachments, and be familiar with office productivity software such as Microsoft Office® or AppleWorks®. Self-guided tutorials for the Learning Management System (LMS) are available in the student's course once the student is successfully enrolled in his or her course.

Hardware & Software Requirements

Students need only general computer hardware and office software to participation in Washington School of World Studies courses. Any up-to-date computer with a current web browser and internet access should suffice. The Washington School of World Studies has found that Microsoft Office® is the most preferred office software due to its ability to work on all computers and within the Learning Management System. **Microsoft Works® and WordPerfect® are NOT recommended for Washington School of World Studies coursework.**

All Washington School of World Studies courses are designed to be used with a 56K or faster modem. Students with 56K or slower modems may want to print lessons and do some of their work offline. Students participating in language courses will be happiest with some form of high speed internet access.

For best results, student computers should have at least the following characteristics:

PC Requirements

- Pentium II (233 MHz minimum, higher recommended)
- 128k internet connection. A broadband connection is recommended.
- Windows 2000, 98, NT, XP or Vista.
- 256 MB RAM
- 12x or faster CD-ROM drive (CD/DVD Recommended)
- Display setting: 1024 x 768 resolution
- Printer required
- Internet Explorer (web browsing software) – version 6.0 or higher
- External method for saving student work (i.e. CD, Flash drive, Zip drive, etc.)
- Audio: Sound card with speakers. Microphone, headset, and/or webcam required for some courses.
- Microsoft Office® (highly recommended)

Macintosh Requirements

- Power Mac G3 or better
- OSX
- 128k internet connection. A broadband connection is recommended.
- 128 MB RAM
- 12x or faster CD-ROM drive (CD/DVD Recommended)
- Display setting: 1024 x 768 resolution
- Printer required
- Safari and/or Mozilla Firefox Browser
- Quick Time
- External method for saving student work (i.e., CD, Flash drive, Zip drive, etc.)
- Audio: Sound card with speakers. Microphone, headset, and/or webcam required for some courses.
- Microsoft Office® (highly recommended)

Browser Plug-in Requirements

- Sun® Java™ 1.4.2 JRE or higher
- Sun® Java™ 3D 1.3 or higher
- Flash Player 7.0 or higher
- Adobe Reader 5.0 or higher
- ActiveX
- DirectX
- Windows Media Player
- QuickTime

Learning Management System

The Learning Management System (LMS) is provided by the Washington School of World Studies and/or one of its hosting vendors. The LMS is a suite of software products which includes discussion boards, internal email, course content, and other communication tools. Students will utilize these tools to work with their instructors and peers throughout their particular courses.

Each student will receive a username and password which provides access to all courses in which the student is enrolled.

FINANCIAL INFORMATION

Tuition

Tuition for 2009 is as follows:

Course Type (0.5 Credit course = 1 semester)	Cost Per Student/Per Course
High School Courses - 1 Semester Courses	\$399
High School Courses - 2 Semester Courses	\$790
AP High School Courses - 1 Semester Courses	\$429
AP High School Courses - 2 Semester Courses	\$850
Middle School Courses - 1 Semester Courses	\$399
Middle School Courses - 2 Semester Courses	\$790

Other Expenses

Some courses require that students purchase textbooks, e-books, or other related course materials. The following are texts required, by course, and their current costs (as of 11/30/2008). Some books may also be available through third-party discount vendors. Be sure to verify ISBN numbers.

High School Course Text/Materials Listing	
Registration Code	Course Title/Required Text/Current Cost
<i>Social Studies Courses</i>	
SOC320	AP European History Kagan, Donald, Steven Ozment and Frank Turner. <i>The Western Heritage: Since 1300</i> . 8th ed. Prentice Hall. 2003. ISBN: 0131828835. \$101.21
SOC303	AP US Government Edwards, Wattenberg, Lineberry, <i>Government in America, AP* EDITION</i> . Prentice Hall. ISBN 0321195051. \$88.38 ----- Woll, Peter. <i>American Government: Readings and Cases</i> . Longman. ISBN 0321329503. \$52.61
SOC302	AP US History Bailey, Thomas and Kennedy, David. <i>The American Pageant: A History of the Republic</i> . 12 th ed. Wadsworth Publishing. ISBN: 061810349X. \$137.66
SOC301	AP World History Stearns, Adas, Schwartz, and Gilbert. <i>World Civilization: The Global Experience (AP Edition)</i> . Longman. ISBN: 0321099699.

	\$95.78
SOC310	<p>AP Macroeconomics John S. Morton. <i>AP Macroeconomics: Student Activities</i>. National Council on Economic Education. ISBN: 1561835676. \$30.98</p> <hr/> <p>Campbell McConnell and Stanley Brue. <i>Macroeconomics</i>. McGraw-Hill/Irwin. ISBN: 0073273082. \$133.65</p>
SOC311	<p>AP Microeconomics John S. Morton. <i>AP Microeconomics: Student Activities</i>. National Council on Economic Education. ISBN: 1561835684. \$30.98</p> <hr/> <p>Campbell McConnell and Stanley Brue. <i>Microeconomics</i>. McGraw-Hill/Irwin. ISBN: 0073273082. \$133.65</p>
<i>Science Courses</i>	
SCI205	<p>Environmental Science Karen Arms. <i>Environmental Science</i>. Holt Rinehart & Winston. ISBN: 0030390737. \$95.78</p>
SCI305	<p>AP Environmental Science G.Tyler Miller. <i>Environmental Science: 10th Edition</i>. Brooks Cole. ISBN: 0-534-42408-2. \$111.71</p>
<i>Language Arts Courses</i>	
ENG500	<p>Creative Writing Robert A. Schwegler, <i>Patterns of Exposition</i> (18th Edition), Longman, ISBN: 0321409213 \$60.71</p> <hr/> <p>Charles Bazerman and Harvey S. Wiener, <i>Writing Skills Handbook</i>, Heinle, ISBN: 0618406638. \$28.31</p>
ENG600	<p>Journalism Littell and Houghton McDougal, <i>Introduction to Journalism</i>, Houghton Mifflin, ISBN: 9780618003778. \$37.91</p>
<i>Elective Courses</i>	
MRKT201	<p>Marketing McGraw-Hill, <i>Glencoe Marketing Essentials: Student Edition</i>, Glencoe/McGraw-Hill, ISBN: 0078612578 \$81.65</p>

<i>Technology</i>	
TECH201	Digital Photography Digital Camera <i>This course is recommended for PC users. The computer must use the Windows XP, Windows 2000, or Windows NT 4 operating system.</i>
TECH202	Web Design <i>This course is recommended for PC users. The computer must use the Windows XP, Windows 2000, or Windows NT 4 operating system.</i>
TECH203	Flash Animation Flash CS3 Professional \$245 <i>This course is recommended for PC users.</i>
TECH204	Digital Video Production Digital Video Camera & Microsoft Windows Movie Maker <i>This course is recommended for PC users. The computer must use the Windows XP, Windows 2000, or Windows NT 4 operating system.</i>

Payment Policies

All fees associated with the course(s) you have selected to take with the Washington School of World Studies are due in full at least 14 days prior to the course start date. Current course fees and charges are listed in this handbook. You may pay by credit card or other payment instrument or allow us to withdraw funds from an account designated by you. Please see the enrollment form for more details.

Withdrawal & Refund Policies

Notice of withdrawal must be made to the Washington School of World Studies and will be accepted only from those parents or students who registered for the course. Because the organization of course programs requires extensive planning, costs are incurred long before the course start date. Keeping this in mind, and in the interest of our students, the below refund and withdrawal fee policy will apply. If a student withdraws from the course, prior to or after the course start date, the below refund and withdrawal fee policy will apply.

Withdrawal Date	Refund
30 days or more prior to course start date	Full refund of course tuition
29 to 15 days prior to course start date	Full refund less 50% of the course tuition
14 days or less to course start date and after course start date	No refund will be made of any course tuition

APPLICATION & ENROLLMENT PROCESS

Instructions

To register, fill out and mail or fax in the following registration form. Complete all required fields. Be sure to sign and date your form. You must submit all four pages of the registration form before we can process your enrollment.

Before we can set-up your course, we must receive payment **in full** by credit card, debit card, money order, cashier's check, or personal check made payable to **Ambassador Programs, Inc.**

The following forms must also be included with your enrollment form:

- Pre-enrollment Academic Advisor Questionnaire
- Student Handbook Signature Form
- Code of Conduct and Academic Integrity Signature Form
- Acceptable Use Policy and Netiquette Signature Form

Mail to:

Attn: Washington School of World Studies - Registration
1956 Ambassador Way
Spokane, WA 99224-4006

Or fax to:

866.654.3749



ONLINE COURSE REGISTRATION

Distance Education Programs

Student Information

Student's full name _____ Male Female
last first middle
Mailing address _____
street city state/province zip/postal code country
Mailing address _____
Student email _____
Email _____ Primary language English Other _____
Birth date ____/____/____ Current grade _____ Projected high school graduation date ____/____/____
mm dd yyyy mm yyyy

School Information

Current school name _____ Phone (_____) _____
Mailing address _____
street city state/province zip/postal code country
Academic advisor name _____ Email (if known) _____

Parent/Guardian Information

Parent/Guardian name _____ Relationship to student _____
last first middle
Billing address (if different from above) _____
street city state/province zip/postal code country
Student/Parent phone (_____) _____ Alternate phone (_____) _____
Email _____ Primary language English Other _____
Primary phone (_____) _____ Alternate phone (_____) _____ Best time to contact _____

Course Selection

For course selection and pricing, see page 2 of this form. You will need to complete the course selection form before completing the Tuition Payments section below. Desired start date: _____

Tuition Payment

Before we can set up your course access, we must receive full tuition payment by credit card, debit card, money order, cashier's check, or personal check made payable to Ambassador Programs, Inc. **Mail to: Attn: Washington School of World Studies—Registration, 1956 Ambassador Way, Spokane, WA 99224, or fax to: 866.654.3749.**

Total Course Tuition (from page 3 of the Online Course Registration form) \$ _____
 Check enclosed (Please make checks payable to: Ambassador Programs, Inc.)
 Debit/Credit card
 MasterCard Visa Discover American Express not accepted.
Card number _____ - _____ - _____ - _____ Exp. date ____/____/____
mm yyyy
Name _____ Signature _____
as shown on card as shown on card

Authorization

I understand that this application is subject to approval by the enrollments department of the Washington School of World Studies. I represent that all statements made herein are true and correct. I understand this application is subject to the terms and conditions stated on page 3 of the Online Course Registration form. Incomplete applications may cause a delay in the enrollment process. I also understand that I must submit the required Signature Forms and the Pre-Enrollment Questionnaire before I/my student will be enrolled in any course.

parent/guardian signature date student signature date

Course Selection

Complete this Course Selection form before completing the Tuition Payments section at the bottom of page 1 of your registration form. Check the box next to the courses you are selecting, and total your credits and cost on the next page. **Please note that students may enroll for a maximum of 3 credits for the given year.**

HIGH SCHOOL COURSES

(0.5 credit = 1 semester/1.0 credit = 2 semesters)

	Code	Course Title	Credits	Cost
<input type="checkbox"/>	SOC200	Geography	1.0 Credit	\$790
<input type="checkbox"/>	SOC201	World History	1.0 Credit	\$790
<input type="checkbox"/>	SOC202	American History	1.0 Credit	\$790
<input type="checkbox"/>	SOC203	American Government	0.5 Credit	\$399
<input type="checkbox"/>	SOC204	Civics	0.5 Credit	\$399
<input type="checkbox"/>	SOC205	Economics	0.5 Credit	\$399
<input type="checkbox"/>	SOC301	AP World History	1.0 Credit	\$850
<input type="checkbox"/>	SOC302	AP U.S. History	1.0 Credit	\$850
<input type="checkbox"/>	SOC303	AP U.S. Government	0.5 Credit	\$429
<input type="checkbox"/>	SOC310	AP Macroeconomics	0.5 Credit	\$429
<input type="checkbox"/>	SOC311	AP Microeconomics	0.5 Credit	\$429
<input type="checkbox"/>	SOC320	AP European History	1.0 Credit	\$850
<input type="checkbox"/>	SCI205	Environmental Science	1.0 Credit	\$790
<input type="checkbox"/>	SCI305	AP Environmental Science	0.5 Credit	\$429
<input type="checkbox"/>	ENG500	Creative Writing	1.0 Credit	\$790
<input type="checkbox"/>	ENG600	Journalism	0.5 Credit	\$399
<input type="checkbox"/>	SPA101A	Spanish I – semester 1	0.5 Credit	\$399
<input type="checkbox"/>	SPA101B	Spanish I – semester 2	0.5 Credit	\$399
<input type="checkbox"/>	SPA101A/101B	Spanish I – semesters 1 and 2	1.0 Credit	\$790
<input type="checkbox"/>	SPA201A	Spanish II – semester 1	0.5 Credit	\$399
<input type="checkbox"/>	SPA201B	Spanish II – semester 2	0.5 Credit	\$399
<input type="checkbox"/>	SPA201A/201B	Spanish II – semesters 1 and 2	1.0 Credit	\$790
<input type="checkbox"/>	FRE101A	French I – semester 1	0.5 Credit	\$399
<input type="checkbox"/>	FRE101B	French I – semester 2	0.5 Credit	\$399
<input type="checkbox"/>	FRE101A/101B	French I – semesters 1 and 2	1.0 Credit	\$790
<input type="checkbox"/>	FRE201A	French II – semester 1	0.5 Credit	\$399
<input type="checkbox"/>	FRE201B	French II – semester 2	0.5 Credit	\$399
<input type="checkbox"/>	FRE201A/201B	French II – semesters 1 and 2	1.0 Credit	\$790
Sub-totals (transfer to page 4)				

	Code	Course Title	Credits	Cost
<input type="checkbox"/>	GER101A	German I – semester 1	0.5 Credit	\$399
<input type="checkbox"/>	GER101B	German I – semester 2	0.5 Credit	\$399
<input type="checkbox"/>	GER101A/101B	German I – semesters 1 and 2	1.0 Credit	\$790
<input type="checkbox"/>	GER201A	German II – semester 1	0.5 Credit	\$399
<input type="checkbox"/>	GER201B	German II – semester 2	0.5 Credit	\$399
<input type="checkbox"/>	GER201A/201B	German II – semesters 1 and 2	1.0 Credit	\$790
<input type="checkbox"/>	CHI101A	Chinese I – semester 1	0.5 Credit	\$399
<input type="checkbox"/>	CHI101B	Chinese I – semester 2	0.5 Credit	\$399
<input type="checkbox"/>	CHI101A/101B	Chinese I – semesters 1 and 2	1.0 Credit	\$790
<input type="checkbox"/>	CHI201A	Chinese II – semester 1	0.5 Credit	\$399
<input type="checkbox"/>	CHI201B	Chinese II – semester 2	0.5 Credit	\$399
<input type="checkbox"/>	CHI201A/201B	Chinese II – semesters 1 and 2	1.0 Credit	\$790
<input type="checkbox"/>	LAT101A	Latin I – semester 1	0.5 Credit	\$399
<input type="checkbox"/>	LAT101B	Latin I – semester 2	0.5 Credit	\$399
<input type="checkbox"/>	LAT101A/101B	Latin I – semesters 1 and 2	1.0 Credit	\$790
<input type="checkbox"/>	LAT201A	Latin II – semester 1	0.5 Credit	\$399
<input type="checkbox"/>	LAT201B	Latin II – semester 2	0.5 Credit	\$399
<input type="checkbox"/>	LAT201A/201B	Latin II – semesters 1 and 2	1.0 Credit	\$790
<input type="checkbox"/>	ART201	Art Appreciation	0.5 Credit	\$399
<input type="checkbox"/>	MUS201	Music Appreciation	0.5 Credit	\$399
<input type="checkbox"/>	CPL201	Career Planning	0.5 Credit	\$399
<input type="checkbox"/>	MRKT201	Marketing	1.0 Credit	
<input type="checkbox"/>	TECH201	Digital Photography	0.5 Credit	\$399
<input type="checkbox"/>	TECH202	Web Design	0.5 Credit	\$399
<input type="checkbox"/>	TECH203	Flash Animation	0.5 Credit	\$399
<input type="checkbox"/>	TECH204	Digital Video Production	0.5 Credit	\$399
Sub-totals (transfer to page 4)				

MIDDLE SCHOOL COURSES

(0.5 credit = 1 semester/1.0 credit = 2 semesters)

	Code	Course Title	Credits	Cost
<input type="checkbox"/>	SOC106	Social Studies 6	1.0 Credit	\$790
<input type="checkbox"/>	SOC107	Social Studies 7	1.0 Credit	\$790
<input type="checkbox"/>	SOC108	Social Studies 8	1.0 Credit	\$790
<input type="checkbox"/>	SCI106	Science 6	1.0 Credit	\$790
<input type="checkbox"/>	SCI107	Science 7	1.0 Credit	\$790
<input type="checkbox"/>	SCI108	Science 8	1.0 Credit	\$790
<input type="checkbox"/>	SPA101A	Middle School Spanish I	1.0 Credit	\$790
<input type="checkbox"/>	SPA101B	Middle School Spanish II	1.0 Credit	\$790
<input type="checkbox"/>	FRE101A	Middle School French I	1.0 Credit	\$790
<input type="checkbox"/>	FRE101B	Middle School French II	1.0 Credit	\$790
<input type="checkbox"/>	GER101A	Middle School German I	1.0 Credit	\$790
<input type="checkbox"/>	GER101B	Middle School German II	1.0 Credit	\$790
<input type="checkbox"/>	CHI101A	Middle School Chinese I	1.0 Credit	\$790
<input type="checkbox"/>	CHI101B	Middle School Chinese II	1.0 Credit	\$790
	Code	Course Title	Credits	Cost
<input type="checkbox"/>	TECH101	Digital Photography	0.5 Credit	\$399
<input type="checkbox"/>	TECH102	Web Design	0.5 Credit	\$399
Sub-totals				

Subtotal (from this page)		
Subtotal (from page 3 of registration form)		
Subtotal (from page 2 of registration form)		
Registration Totals (transfer to Tuition Payments section of page 1)		

TERMS AND CONDITIONS

This agreement describes the terms of service and your use of the Washington School of World Studies distance learning education program. Please read this agreement carefully. Please review the terms of our privacy policy to learn how we protect and

AGREEMENT

This Agreement represents the entire agreement between you and Washington School of World Studies a division of Ambassador Programs, Inc., and its parent companies, subsidiaries, affiliates, and each of their respective officers, directors, employees and agents (collectively, "WSWS") concerning your use of this site and all course materials and content on the site (collectively, the "Site"), superseding all prior agreements between us regarding the subject matter of this Agreement. The term "use" or "using" means the use and availability of, access to, transmission to or from or any exchange of information or communication in connection with or arising from this Site. By using the Site or any of its services or contents, you agree to comply with this Agreement and the Terms of Use provided on the Site. You must also comply with any additional terms that each respective course providers may have. We reserve the right to modify our terms at any time and your use of the Site signifies your acceptance of any changes in this Agreement. If any change is not acceptable to you, your sole remedy is to discontinue your use of the Site. It is your responsibility to check these Terms and Conditions, our Terms of Use, and our Privacy Policy from time to time.

REGISTRATION INFORMATION

You agree to provide WSWS and its course providers with accurate and complete registration information. When you register for a certain course you will receive an access key or a user name and password that we or our course provider may assign or allow you to select. You are responsible for maintaining the confidentiality of your password and account information. Each registration is for a single user and you are not permitted to (i) share your user name or password with others, (ii) cache any part of the Site in proxy servers to allow access by individuals who have not registered at the Site, or (iii) access the Site through a single user name and password being made to multiple users on a network. If we believe that a user name and password are being used in a manner not permitted under this Agreement, we reserve the right to cancel your access rights immediately and without notice and block access to all users from that IP address.

FEES AND PAYMENTS

You agree to pay or have paid all fees associated with the course(s) you have selected to take with WSWS. Current course fees and charges are posted on this Site or that of the respective course providers. If you pay by credit card or other payment instrument or by allowing us or the course provider to withdraw funds from an account designated by you and we do not obtain full payment, you agree to pay all amounts due upon our demand.

WITHDRAWAL AND REFUND POLICY

Notice of withdrawal must be made to WSWS and will be accepted only from those parents or delegates who registered for the course. Because the organization of course programs requires extensive planning, costs are incurred long before the course start date. Keeping this in mind, and in the interest of our students, the below refund and withdrawal fee policy will apply. If a student withdraws from the course, prior to or after the course start date, the below refund and withdrawal fee policy will apply.

RESTRICTION OF TRANSFER OF CREDITS

It is important to note that individual school districts, universities and colleges set their own guidelines when accepting credit hours from other schools such as WSWS. We recommend that you meet with your academic advisor to discuss the course you desire to register for to determine whether any restrictions may apply for transfer of credits.

SERVICE AND SYSTEM AVAILABILITY

WSWS uses reasonable efforts to maximize system availability. WSWS shall make a reasonable effort to correct any technical difficulties which may arise with the service; however, WSWS is not responsible for any technical difficulties resulting from the World Wide Web, internet access, computer hardware or software. You shall be responsible for obtaining communication services, computer equipment and other products or services necessary to access and use the service. You shall be responsible for all charges associated with accessing and maintaining a connection to the service including, but not limited to, charges imposed by an internet service provider, or your local telephone company.

LICENSE AND RESTRICTIONS

All content in or available through the Site is the sole property of WSWS or the respective course providers and is protected by copyright, trademark and other intellectual property laws. You have no rights to the content available through the Site and will not use the content except as permitted under this Agreement. You are granted a non-exclusive, non-transferable, limited license to access and view the courses selected. Content owned by course providers may be subject to additional restrictions and you will comply with any third-party notices posted on their Site.

COURSE PROVIDERS

WSWS provides this Site; the hypertext links to other websites owned and operated by third parties (the "External Sites") that provide web-based training, online learning, distance education and other services, and other online resources and all related URLs to you, subject to these Terms and Conditions. You acknowledge that WSWS is not responsible for the availability of, or the content located on or through, any External Site. You should contact the site administrator or Webmaster for those External Sites if you have any concerns regarding such links or External Sites. Links to External Sites does not constitute an endorsement, sponsorship or recommendation by WSWS of the External Sites, the entities themselves or of any content, services or products available on or through such External Sites. If you use these External Sites, you do so at your own risk and it is your responsibility to take all protective measures to guard against viruses and other destructive elements. Links do not imply that WSWS or this Site is affiliated or associated with, or is legally authorized to use any trade-mark, trade name, logo or copyright symbol displayed in or accessible through the links, or that any External Site is authorized to use any trademark, trade name, logo or copyright symbol of WSWS. This Site will from time to time contain materials, data or information provided, posted or offered by third parties, including but not limited to advertisements. You agree that WSWS shall not have any liability whatsoever to you for any such third-party material, data or information.

SITE USE AND CONDUCT

You may not use, or allow others to use, your user name or password to the Site, indirectly or directly, to upload, distribute, transmit, communicate, link to, publish or access any material or information that (i) is libelous, obscene, threatening, objectionable, offensive or harassing, (ii) violates any law or the rights of others, (iii) reflects negatively on the Site, or (iv) infringes any intellectual property, proprietary rights or confidentiality obligations of others. You also may not use, or allow others to use, your user name or password to the Site, indirectly or directly, to (i) attempt to or actually disrupt, impair or interfere with, alter or modify the Site or any content on the Site, (ii) act in a way that reflects negatively on the Site, (iii) transmit or communicate any unsolicited advertising, promotion or solicitation, or (d) collect or attempt to collect any information of others, including passwords or account or other information.

LIMITATION OF LIABILITY AND DISCLAIMER

The content on this Site is for study purposes and information. We, and our course providers, cannot and do not warrant the accuracy, completeness, currentness, noninfringement, merchantability or fitness for a particular purpose of the content available through the site or the site itself. We do not warrant that the site will be uninterrupted or error-free, that defects will be corrected or that this site or the server that makes it available are free of viruses or other harmful components. Your access to the site and its content is provided "as is" "as available" and we make no representation or warranty of any kind, express or implied, including without limitation any warranties of merchantability or fitness for a particular purpose. We shall not be liable to you or anyone else for any loss or injury caused by your use of the site, whether or not caused in whole or in part by our negligence or

by contingencies beyond our control. In no event shall we be liable for any damages whatsoever (including, without limitation, direct, indirect, special, consequential or punitive damages) arising out of the delivery, performance, or use of the content or the site, whether incurred by you or any third party, even if we have been advised or may otherwise know of the possibility of such damages. If any liability is imposed on us, the total liability to you or any third party shall not exceed the amount you paid for the service giving rise to the claim. Some jurisdictions prohibit exclusion or limitation of liability for implied warranties or consequential or incidental damages, so the above limitation may not apply to you but will be interpreted to limit our liability to the fullest extent permitted by law.

INDEMNIFICATION

You hereby agree to indemnify, defend and hold WSWS, Ambassador Programs, Inc., and each of their respective parent companies, subsidiaries, affiliates, officers, directors, employees, agents, information providers and licensors (collectively, "Representatives") harmless from and against any and all liability, losses, costs and expenses (including attorneys' fees) incurred by WSWS or any Representative in connection with any claim arising out of your breach of using this Site, this Agreement, any use or alleged use of your account or password by any person, whether or not authorized by you. WSWS reserves the right, at its own expense, to assume the exclusive defense and control of any matter otherwise subject to indemnification by you, and in such case, you agree to cooperate with WSWS defense of such claim.

TERMINATION

You understand and agree that WSWS may, in its sole discretion and at any time, restrict, suspend or terminate your account, if any, and discard and remove any content or information contained therein, for any reason. WSWS may also, in its sole discretion and at any time, discontinue any services, or limit or restrict any user's access to the Site or the services, for any reason. You understand and agree that WSWS may take any one or more of these actions without prior notice to you, but shall use commercially reasonable efforts to notify you of such termination. You understand and agree that WSWS shall not have any liability or any obligation to refund any portion of fees paid to you or any other person for any termination of your account or access to the Site, the services and/or the removal of such information. You may terminate your account at any time by sending a request to terminate your account and access to the Site by email to WSWS at the following address: mail@schoolofworldstudies.org or by mail delivered to Washington School of World Studies, Attention: Customer Service, 1956 Ambassador Way, Spokane, WA 99224 or by telephone 866.504.9396. If you elect to withdraw from the course, prior to or after the course start date, the below refund and withdrawal fee policy will apply.

WSWS reserves the right, in its sole discretion, to restrict, suspend or terminate your access to all or any part of the service or Site at any time for any reason without prior notice or liability and without any obligation to refund any portion of fees paid. Any delinquent or unpaid amounts must be paid in full before you may re-register for access to the Site.

MISCELLANEOUS

This Agreement is personal to you and you may not assign your rights and obligations to anyone. If any provision in this Agreement is invalid or unenforceable under applicable law, the remaining provisions will continue in full force and effect. This Agreement, your rights and obligations and all actions contemplated by this Agreement shall be governed by the laws of the State of Washington. You agree that the federal or state courts of the State of Washington shall have exclusive jurisdiction and that venue shall be Spokane County, Washington. You agree and consent to the exercise of personal jurisdiction in the State of Washington. This Agreement may not be modified, except in writing, signed by an authorized officer of our company.

WITHDRAWAL DATE	REFUND
30 days or more prior to course start date	Full refund of course tuition
29 to 15 days prior to course start date	Full refund less 50% of the course tuition
14 days or less to course start date and after course start date	No refund will be made of any course tuition

I agree to the Terms and Conditions

parent/guardian signature

FREQUENTLY ASKED QUESTIONS

Frequently Asked Questions

General Information

The educational depth of each People to People program allows the Washington School of World Studies (WSWS), an accredited travel study school and an accredited distance learning school, to enroll students in grades 9-12 in tuition-paid, high school core and elective courses.

Students in grades 5-8 who complete course requirements will receive a Certificate of Completion. This may be presented to classroom teachers for possible extra credit or as documentation of work to meet state and local school district Certificate of Academic Achievement (CAA) requirements in reading, writing, social studies, or service learning. Schools will often place these certificates in a student's work portfolio to demonstrate subject-specific work samples and experiences beyond the regular classroom requirements.

It is important to note that individual school districts set their own guidelines when accepting credit hours from other schools. We recommend that you meet with your academic advisor to discuss your desired course(s). The course description(s) should help address any questions.

Below are some additional frequently asked questions.

Who can earn high school credit?

For students in grades 9-12, high school core and/or elective credits are awarded upon successful course completion. See the course listing on pages 13 and 14 of this handbook for information on the number of credits each course is worth.

In the past, students in grades 5-8 were eligible to earn high school credit. Why has this changed?



The Washington School of World Studies recently gained full accreditation through the Northwest Association of Accredited Schools (NAAS). The accreditation process through NAAS included an extensive review of all school policies and materials. Following the formal accreditation review process, it was a directive from NAAS that the WSWS only provide high school credit to high school students in grades 9-12.

What is accreditation?

Accreditation is a third-party review process for a school's programs and policies to see if they meet certain criteria, generally set by an outside agency. When a school is found to meet the minimum criteria, it is granted accreditation. This process is usually very comprehensive and includes validating the school's claims, in depth, for accuracy and to protect the consumer.

Why is accreditation important?

Accreditation is meant to protect students, schools, and employers and ensure academic quality. It ensures that a school is teaching its students at a nationally acceptable level and provides programs that are found to have value and substance. Accreditation also guarantees the school employs certified instructors that are qualified to teach the appropriate subject matter.

Who can grant accreditation?

Anyone can claim that they grant accreditation to schools and many do. However, not all accreditation is equal. Accreditation from the wrong source can be just as bad as no accreditation at all. In order to ensure that your online school's credentials are coming from the right place, make sure that its accrediting agency is approved by a state Department of Education or by the U.S. Department of Education.

What if my school isn't accredited?

If you choose a school that isn't accredited, you may find that many schools won't accept your online high school credits. It may be difficult to convince your school to accept your transfer credits, particularly in nontraditional subject areas.

What course work is required?

The coursework varies for each course offered. Typically, there will be assignments involving reading, interactive Flash modules, discussion board participation, papers, quizzes, assessments, etc. Each course includes a full syllabus of course requirements available to the student upon his or her first login to the course.

How much time can I expect to spend on my online course?

On average, students should expect to spend approximately 45-60 minutes per day, 5 days per week to complete a 0.5 credit course within an 18-week schedule. But, due to the flexible nature of online learning, a student can finish a course in less time than it takes to take the same course at a high school campus. Or, if a student needs more time than is traditionally allowed for a course on campus, he or she has it (within reason, of course).

How are students evaluated?

Students are evaluated on both the quality of their work and the accuracy of their responses on required coursework and assessments. Students with passing scores will receive a transcript from the Washington School of World Studies highlighting their educational accomplishments and course credits earned.

What if a student's course work is not satisfactory?

Distance-learning students who do not receive a passing grade in their online coursework will not be allowed to improve their work and resubmit it. Because the courses are flexible and students are allowed as much time as necessary to complete the course content and master the course materials, coursework that is submitted for evaluation is considered final.

Where are transcripts sent?

High school transcripts will be mailed to the student's home address within eight weeks of their successful completion of their course(s) unless otherwise requested by the student and parent(s)/guardian(s).

What should a student do with the transcript?

Students should take their transcript to their academic advisor when they register for high school or during their school year. The student's school counselor will assist the student in fitting the credit(s) into his or her overall graduation plan.

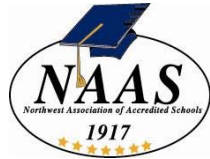
Will other high schools accept the credit?

Individual school districts set their own guidelines when accepting credit hours from other schools. In our experience, the high school credit earned by Washington School of World Studies students is accepted as replacement credit for a required high school course, or as elective credit.

We recommend students meet with their academic advisors before enrolling to discuss their school's policies on acceptance of transfer credit from accredited online schools.

If a school will not accept the credit, what should a student do?

A student should meet with their academic advisor to discuss their school's policy for accepting transfer credits from another accredited institution. Most high schools in the United States are accredited through one of the six regional accrediting institutions.



Being accredited implies that the school subscribes to a process of voluntary self-regulation that is a constructive experience designed to improve the quality of the member school. These accrediting institutions ensure that the courses provided by the school adhere to high standards and are designed to ease the transfer of credits between accredited institutions.

NAAS (Northwest Association of Accredited Schools) employs a reciprocity agreement with the five other accrediting institutions across the nation, which mandates that the credits be accepted. If the school the student attends is accredited, it should accept the credit(s).

How do I enroll in Washington School of World Studies online courses?

To enroll in an online course, download and fill out the *Online Course Registration* form from www.schoolofworldstudies.org, or fill out the registration form located on pages in this handbook or the *Course Catalog* and fax in your completed registration form to 866.654.3749.

Once registered, you will receive access to online training to prepare you for your studies, as well as your course username and password. WSWs staff will also assist in communicating with your school, and provide a mentor to ensure your online learning is successful and fulfilling.

Is the Washington School of World Studies an accredited member of the Better Business Bureau (BBB)?

Ambassador Programs, Inc., Washington School of World Studies' parent organization, has been an accredited member of the BBB since 1982.

Are Washington School of World Studies courses available to everyone?

As long as the student meets minimum admission requirements, is in grades 5-12, and has determined that he or she is a good candidate for online learning, we invite students from any location around the world to enroll in Washington School of World Studies courses. We have no geographical boundaries. In fact, we thrive on diversity and the well-rounded learning experiences derived from learning with students from around the nation and around the world.

When can I start?

You can start anytime! With our flexible scheduling, students are welcome to begin courses at any date during the year.

How do I know if online learning is right for me?

A successful online learner must be a motivated self-starter and be committed to the success of his or her own education. While the Washington School of World Studies offers world-class educational courses, it is ultimately up to the student to succeed. That success will require a lot of effort, and like anything else you do, the more you put into your online courses, the greater your education will benefit. Before you decide whether our courses are right for you, we invite you to take our quick assessment, *Is Online Learning Right for Me?* This assessment can be found on our website: www.schoolofworldstudies.org, or on pages 8-10 of this handbook.

How many courses may I take at once?

During any given enrollment period, a student may take a maximum of 3 credits of courses.

How much do the courses cost?

Course Type (0.5 Credit course = 1 semester)	Cost Per Student/Per Course
High School Courses - 1 Semester Courses	\$399
High School Courses - 2 Semester Courses	\$790
AP High School Courses - 1 Semester Courses	\$429
AP High School Courses - 2 Semester Courses	\$850
Middle School Courses - 1 Semester Courses	\$399
Middle School Courses - 2 Semester Courses	\$790

Who teaches the online courses at the Washington School of World Studies?

All online courses are taught by highly qualified instructors who hold a bachelor's, master's, or doctoral degree and/or state teaching license relative to each instructor's area of expertise. Quality educational experience is our priority.

What if I have questions or problems while taking a course?

Each student is assigned an online instructor and a mentor for each course. Your instructor is available daily through your course via discussion boards and email or telephone. Your mentor is available during Washington School of World Studies office hours through email or phone.

What is the difference between traditional ground classes taken at the typical American high school and those offered by the Washington School of World Studies?

The two biggest differences between WSWS courses and those offered at a typical American high school campus are the flexibility in scheduling offered the student and the level of independence required by the student in WSWS courses.

Are the online courses at the Washington School of World Studies less challenging than those offered by traditional accredited American high schools?

Simply put, no. As an accredited institution, the Washington School of World Studies offers a flexible alternative for students. It is not an *easier* option. At WSWs, each student has a *front-row seat*. This means that all students have first-hand connection to the course content without the interruption of poorly behaved students or school-day interruptions such as announcements, assemblies, half-days, etc. And, all courses are written at or above grade level and require an average of one or two hours of focused and fairly rigorous study on a daily basis. Our courses engage students in real-life applications, critical thinking, and problem-solving, and offer opportunities to apply the knowledge and skills they acquire.

As a parent, will I be kept informed of my students' progress?

Absolutely! As a parent, you will have immediate online access to your student's classroom and progress and will know exactly what your student is doing. Additionally, you may contact your child's teacher and/or mentor anytime you have questions about your child's progress. We strongly feel that a parent's involvement in a child's education is critical to overall success.

Is there a face-to-face requirement?

There is no face-to-face requirement in the Washington School of World Studies courses. We are a fully private online school. Although there is not a traditional attendance requirement, students will only learn to their full potential if they actively participate in their online course on a regular basis. Students are expected to log in to the school for substantive participation at least five days per week.

Further questions?

Please contact us: info@schoolofworldstudies.org or call us at: 866.504.9396

APPENDIX (SIGNATURE FORMS)

Student Handbook Signature Form

Dear Parents/Guardians and Students:

Welcome to the Washington School of World Studies. We trust this edition of the Student Handbook was helpful to you.

Please read and think through the practices and policies stated in the handbook and other documents listed below.

It is essential for each member of our educational community to understand and support the policies and practices of our school. Please sign this statement to acknowledge your understanding and support of school expectations.

Sincerely,
Washington School of World Studies

We have read the Washington School of World Studies Student Handbook, especially the Academics and Policies sections, and will support all that is outlined in this handbook.

We understand the importance of regular attendance in the online classroom and completion of work set forth by instructors.

Student's name (printed)

Grade

Date

Student's signature

Parent's name (printed)

Date

Parent's signature

Return to Nicole K. Nanny, Director of Online Learning

Mail to: Washington School of World Studies
Dwight D. Eisenhower Bldg.
1956 Ambassador Way
Spokane, WA 99224-4006

Or fax to: 866.654.3749

This form must be signed and returned to the Washington School of World Studies before the student will be enrolled in his/her course(s).

Code of Conduct & Academic Integrity Signature Form

Code of Student Conduct Agreement

We have received and reviewed a copy of the Washington School of World Studies Code of Conduct found on pages 19-20 of the Student Handbook and agree to abide by the terms and conditions stated within.

Academic Integrity Agreement

We have received and reviewed a copy of the Washington School of World Studies Academic Integrity & Plagiarism Policy found on page 21 of the Student Handbook and agree to abide by the terms and conditions stated within.

Student's name (printed)

Grade

Date

Student's signature

Parent's name (printed)

Date

Parent's signature

Return to Nicole K. Nanny, Director of Online Learning

Mail to: Washington School of World Studies
Dwight D. Eisenhower Bldg.
1956 Ambassador Way
Spokane, WA 99224-4006

Or fax to: 866.654.3749

This form must be signed and returned to the Washington School of World Studies before the student will be enrolled in his/her course(s).

Acceptable Use Policy & Netiquette Signature Form

Computer/Internet Use Agreement

We have read and agree to abide by the Acceptable Use Policy for computer, online learning management system, and internet usage on pages 28-31 of the Student Handbook. We understand that access to the online learning management system and internet resources is provided for educational purposes only and that students are not to send or request offensive or illegal material.

Netiquette Agreement

We have read and agree to abide by the Appropriate Communication & Netiquette Policy for online learning on page 22 of the Student Handbook. We understand that access to the online learning management system is a privilege and that appropriate and respectful communication is required at all times in the online learning environment.

Student's name (printed)

Grade

Date

Student's signature

Parent's name (printed)

Date

Parent's signature

Return to Nicole K. Nanny, Director of Online Learning

Mail to: Washington School of World Studies
Dwight D. Eisenhower Bldg.
1956 Ambassador Way
Spokane, WA 99224-4006

Or fax to: 866.654.3749

This form must be signed and returned to the Washington School of World Studies before the student will be enrolled in his/her course(s).

Distance Learning Program Pre-Enrollment Academic Advisor Questionnaire

Student Name _____

Student/Parent Phone _____

Student Email _____

Academic Counselor Name _____

Academic Counselor Phone: _____ Email: _____

Information presented to Academic Advisor:

(Provide notes on conversation when applicable)

1. History of the Washington School of World Studies

The Washington School of World Studies draws its support from the global organizational resources of People to People Ambassador Programs. From marketing to development and selection of curriculum materials, providers, and methods, from travel services to organizing overseas activities, from screening teacher leaders to ensuring expert guidance and safe personal interactions within the destination countries, the organization fully supports the Washington School of World Studies' mission of creating fully-rounded learning experiences for our students both virtual and experiential, and takes its guidance in development of support materials from the standards set by the Washington School of World Studies.

The Washington School of World Studies is affiliated with and housed within the People to People Ambassador Programs headquarters located in Spokane, Washington. People to People's excellent reputation around the world provides direct benefit to the school both through direct availability of resources and by shifting parental focus from safety worries to program benefits. Students and families are assured of the highest quality experiences in customer service, educational travel, and virtual education.

2. Accreditation

The Washington School of World Studies (WSWS) is both a fully accredited travel study school and distance learning school recognized by the Northwest Association of Accredited Schools (NAAS). NAAS is one of the six regional accrediting institutions.

The other recognized associations are: Middle States Association of Colleges and Schools, New England Association of Schools and Colleges, North Central Association of Colleges and Schools, Southern Association of Colleges and Schools and Western Association of Schools and Colleges.

NAAS has a reciprocity agreement with these five institutions. If your local school district is also recognized by one of these accrediting institutions, acceptance of our credit should be assured as part of that reciprocity agreement.

