

Admission and Enrollment

ADMISSION & ENTRANCE REQUIREMENTS

Wisconsin Virtual Learning will now admit all age-appropriate eligible students in grades 4K through 12 who choose to attend and are allowed to do so from their home district. No student will be denied admission based on race, ethnicity, gender, religion, family income, national origin, or disability. Students participating in WVL must either be legally enrolled in the Northern Ozaukee School District or apply for enrollment through Wisconsin's inter-district public school open enrollment program.

Students must meet appropriate age requirements to be enrolled in Wisconsin Virtual Learning. This means that to enter 4 year old kindergarten, your child must be 4 years old on or before September 1st of that school year and the same for 5 year old kindergarten. Your child must be 5 years old on or before September 1st of that school year to enter.

Step 1: First-time students applying to Wisconsin Virtual Learning through Wisconsin's inter-district public school open enrollment program must follow the guidelines and policies of the Wisconsin Department of Public Instruction. Information on the open enrollment process is available at <http://www.dpi.state.wi.us/dpi/dfm/sms/psctoc.html>

You will need to complete the Wisconsin Department of Public Instruction's Open Enrollment form to enroll in Wisconsin Virtual Learning. The form for 2017-2018 will be available in February 6, 2018, and **must be submitted between the specified timeline per DPI regulations.**

Notes:

1. Open Enrollment application forms are due at the Northern Ozaukee School District office as specified by DPI regulations; a postmark **will not** meet the requirement. If you live nearby, you may hand-deliver your application form(s). Late applications will be returned.
2. Open enrollment deadlines are firm.
3. Parents may submit applications to no more than three non-resident school districts for each child during the open enrollment application period.
4. Forms must be filled out completely and accurately. An inaccurate or incomplete form may result in denial of an application. Contact Wisconsin Virtual Learning at 262-692-3988 if you need assistance.
5. Parents wishing to enroll in Wisconsin Virtual Learning should request enrollment in Wisconsin Virtual Learning at the appropriate place on the Open Enrollment

application for program and must list Northern Ozaukee School District as the non-resident district applying to.

Step 2: Once you have been accepted through the open enrollment program, you will be asked to complete the Wisconsin Virtual Learning "Intent to Enroll" form that will be provided to you.

Students who will be attending Wisconsin Virtual Learning and have already completed one year or more as a student in WVL do not need to go through the open enrollment process again. You will be sent a registration packet for the following school year.

Wisconsin students now have the ability to apply for open enrollment year-round through an exception process. The Wisconsin Department of Public Instruction (DPI) has made an application available for all families that want to enroll their children in a school outside of their resident district. The application can be filled out if your child meets one of the seven criteria listed below:

- For students who have been the victim of a violent criminal offense.
- For students who have been homeless in the current or immediately preceding school year.
- For students who have been the victim of repeated bullying or harassment.
- For students whose place of residence has changed as a result of military orders.
- For students who have moved into the state.
- For students whose place of residence has changed as a result of a court order or custody agreement or who have been placed in or removed from a foster home or a person other than the pupil's parent.
- If the student's parent, the nonresident district and the resident district all agree the transfer is in the best interest of the child.

This application must be sent to the non-resident school district (The Northern Ozaukee School District- Wisconsin Virtual Learning), along with any supporting documentation. The application requires you to provide an explanation of the circumstance leading to the request.

Upon our receipt of the application, we will send a copy to your resident district. Both WVL and your resident district must approve the application before the student can attend. If the resident district denies the application, you will have 30 days to appeal their decision with DPI. DPI must approve the appeal before your student may start to attend WVL.

Students enrolled in Wisconsin Virtual Learning are required to participate in all course and state level tests, unless state statute prohibits such mandated participation. These tests will be administered by Wisconsin Virtual Learning.

- **Students in Grades 4K through 2nd grade will take the PALS Assessment (Phonological Awareness Literacy Screening).** The timing varies for each grade level and ranges from mid-September through November for the first time and then each grade takes the assessment again at the end of the year - April through May.
- **Students in Grades Three through Eight and 10** will take the Forward Exam, which is an online assessment that will be administered at locations around the state of WI.
- **Students in Grade Nine and 10** will take the ACT Aspire in April, this is an online assessment that will be administered at locations around the state of WI.
- **Students in Grade 11** will take the ACT in March, this is a paper/pencil assessment that will be administered at locations around the state of WI.

These tests will provide useful information to parents and teachers on your child's academic progress. The performance of Wisconsin Virtual Learning students on the state mandated-assessments will also be an integral part of assessing the success of the virtual school program. **Failure to participate in these could negatively impact the future of Wisconsin Virtual Learning being available to your child and others.**

ADDRESS, PHONE NUMBER OR EMAIL ADDRESS CHANGE

From time to time, families will move during the course of the school year. It is important to understand that a student's open enrollment will **become void** should the student move out of the resident school district **prior to September 18, 2016** (as per the Department of Public Instruction). Families moving after this date may continue to be enrolled.

Families who move or change their phone number during the school year or over summer break must complete a **Change of Contact Information** form prior to the change (**See Appendix**). Parents may download a copy of this form from our website or request an electronic version from their Student Learning Advocate.

Students and families who change their email address **must** contact their SLA with the change.

ATTENDANCE & TRUANCY

Wisconsin Virtual Learning recognizes that students need to be well prepared if they are going to be successful, productive adults. Regular school attendance is the first step toward achieving this. Wisconsin Virtual Learning students are expected to complete 180 days of school. Ordinances and/or legislation developed at the municipal, county or state level shall be adhered to as they relate to school attendance.

Absence

Your courses are designed to be interactive and require that you participate in the course numerous times each week. Your learning and the success of other students depends upon your participation. Extended periods of your absence from an online class will be evident in the following ways:

- Failure to come to class (Bb Collaborate/Hangouts/BBB (Big Blue Button))
- Failure to make required classroom discussion posts
- Failure to complete assignments
- Failure to communicate with other students
- Failure to communicate with instructors

In any instance where technical difficulties are a problem, please notify your SLA by other means, such as telephone, to communicate your difficulties and find an alternative way to access the Internet.

Wisconsin Virtual Learning student attendance is recorded by the days “logged in” as marked on the “Learning Management System” (LMS), online classes or home attendance log. For age appropriate students in grades 4K through 4th, the LMS will be Canvas and students will also be accessing Calvert, K12 or Lincoln Learning Solutions. For age appropriate students in grades 5 – 12, the LMS is called Canvas. Student attendance, and academic progress, will be tracked by SLAs, WVL staff and parents through the systems listed above.

A WVL student will be considered absent if he/she fails, without a legitimate excuse, to:

1. Log any day’s attendance on the LMS after ten (10) of fourteen (14) scheduled days of school as determined by the school calendar. This will allow flexibility for when the child works on their lessons (i.e.: weekends are allowed in place of weekdays). See school calendar for a monthly count of school days.
2. Attend required virtual classes, conferences, and other teacher assigned learning activities or meetings.

Responsibility for compliance with state attendance statutes and regulations belongs to the parents, but the school is obligated to keep an accurate record of daily attendance. To report an absence, you will contact your SLA by phone or email and let them know that you will not be able to make your scheduled class, conference or other school related activity. Your SLA will take the necessary steps to contact your other classroom teachers. Make-up work is expected to be completed in a timely fashion and arrangements can be worked out with your teacher. However, the expectation is that you have the assignments/readings completed to be prepared the next time the class meets.

Acceptable Excuses

1. Illness (temporarily not in proper physical or mental condition) will be excused.
2. Death in the family/attend funeral services will be excused.
3. Church attendance will be excused if there is only one service scheduled.
4. Vacation with parents will be excused **ONLY** when a planned absence request is filed with the office and your SLA and approved before the start of the absence.
5. Medical Appointments with licensed physician, dentist, chiropractor, optometrist, or psychologist or Christian Science practitioner living and residing in this state, who is listed in the Christian Science Journal, will be excused. The school attendance officer (principal or designee) will request the parent or guardian of the child to obtain a written statement from a licensed physician, dentist, chiropractor, optometrist or psychologist or Christian Science practitioner living and residing in this state, who is listed in the Christian Science Journal, as sufficient proof of the physical or mental condition of the child. (from §§ 118.15(3)(a)).
6. Outings that are part of a curriculum and extracurricular activities planned during school hours will be excused. [Outings are not considered "absences from school."]
7. Unique circumstances will be considered on a prior approval basis.
8. A student may be absent from school five (5) school days per semester as a result of a parental/guardian request. As per Statute 118.15(3)(c) . Administration will determine if the excuse provided is approved. Administration may request documentation for excused absence requests beyond the allowed five (5) days per semester.

Truancy / Habitual Truancy

Unexcused absences (beyond the five (5) days per semester excused by parent) will cause the student to be considered truant. A student will be considered a habitual truant when the student is absent from school without an acceptable excuse under sub (4) and s. 118.15 for five (5) or more days during a school semester. The district's truancy plan shall be followed when dealing with truants and habitual truants. Absences will be counted for students who do not attend required virtual classes, conference calls, and other teacher assigned learning activities or meetings, in addition to the days of school logged on the LMS.

State Attendance Count Dates

For many, the third Friday in September and the second Friday in January are simply another day; however, for schools in WI, these are the dates in which all schools must verify attendance of students in order to receive funding. Students will need to have logged on to the LMS on these dates:

Attendance count day #1 (3rd Friday in September) – September 16, 2016

Attendance count day #2 (2nd Friday in January) – January 13, 2017

Withdrawals

Parents who decide to withdraw a child from Wisconsin Virtual Learning are required to communicate their intentions to their SLA prior to the withdrawal from WVL. Truancy charges may be filed with the local courts, along with educational neglect charges with Children and Family Services if this is not completed. As explained in the Parent Contract, the supplied computer hardware and materials, along with any curriculum materials must be returned to the school in a timely manner.

Strike Letters

Strike letters are letters sent by Wisconsin Virtual Learning Administration to families who have not demonstrated sustained activity in our school over a period of time, based upon a variety of measures that we use to track this data. After receiving a strike letter, families have 5 school days to respond to the letter in a manner proscribed. After the accumulation of three such letters within the span of one semester, the student's name may be given to the WVL Board of Directors to determine if the student's open enrollment contract should become null and void.

Wisconsin Virtual Learning has been given the authority to establish these policies in Act 222, passed in the Spring of 2008 by the Wisconsin State Legislature. The purpose of "strike letters" is to ensure that students that are enrolled in WVL are actively participating in the educational process.

Learning Information: 4K-8

LEARNING MODEL 4K – 4

Students in grades 4K through 4th grade will be progressing through the curriculum on an Independent Pathway. This means that you, as the parent will be the Learning Coach and will be guiding them through their classes with the help of an online teacher and SLA (Student Learning Advocate).

Through the registration process, conversations will be had around the strengths and challenges of your child to determine the appropriate curriculum for your child. We will work together as a team to make sure your child is the most successful that they can be. The curriculum products that we use at this level are...

- 4K – 2nd grade – Lincoln Learning Solutions
- K – 4th grade – Calvert
- K – 4th grade – K12

Along with these online curriculums, you will have a teacher that will be meeting with your child to assess his progress in the standards of each course area. The teacher will also be conducting skill based classes through Bb Collaborate to better meet the needs of the students that we are serving. Your teacher and SLA is a great contact for any questions on this as the year progresses.

5 – 8

Students in our middle school will be progressing through the curriculum in pathways, we have three options. They are the..

- Independent Pathway – Students will be moving through the online curriculum at a pace that is similar to the teacher paced classes or faster. A teacher will be assessing and providing feedback on a regular basis. If your child gets stuck on a concept the Teacher is there for guidance.
- Virtual Pathway – Students will be moving through their subjects in a basic middle school type schedule. There will be designated class times throughout the week that your child will need to attend to obtain the information needed to be successful in the class. Along with core subject classes, there is also a study hall and office hours for your child to meet with their teacher for extra help and enrichment.
- Blended Pathway – This is a mix of the Independent and Virtual Pathways. It is meant for students that are strong in one or two subjects, and may need a little extra guidance and class time for the other subjects.

Again, as in the 4K – 4th grade model, we will be meeting with you about your child's strengths and challenges to determine the best placement for them.

Late Work/Incomplete Assignments

The WV Middle School has a common policy for late, missing, and incomplete assignments. If a student does not submit an assignment(s) by the weekly assignment deadline, the following process may be used:

- The student should meet with the teacher regarding the missing assignment(s). The student should communicate with the instructor in study hall or office hours. Under some circumstances, email communication or phone calls are acceptable.
- The teacher and student will discuss the missing assignment(s). The teacher will then decide if the assignment(s) will be accepted and when the assignment(s) will need to be submitted.

In general, teachers take into consideration the following factors in regards to late assignments:

- What was the reason that the assignment(s) was not submitted on time?

- Did the student contact the teacher ahead of time to discuss reasoning for the late assignment(s)?
- How long ago was the assignment(s) due?
- How often has the student had missing assignments? Is late work becoming a pattern with the student?

Please note: Students that are on the Independent Pathway are required to maintain a 70% average and be on pace or ahead of the pace of the course, following the pacing guide and/or course calendar. If these requirements are not met, a student may be switched to the virtual pathway for the remainder of the course.

Teacher Work Day

Most teachers are available between 8:00 A.M. and 4:00 P.M. each school day - Monday through Friday. Teachers do not return parent/student calls or e-mails in the evening, during the weekend, or during a school holiday.

What is the single most important thing to remember about being a student in grades 4K - 12 at Wisconsin Virtual Learning?

Standards

For every course in grades 4K-4, there are standards that need to be attained to move to the next course. These standards let you know what each child should know at the end of that grade level.

Checking Progress

There are several ways that you will know how your child is doing throughout the year.

- **Elementary** - Grades are available through individual curriculum provider websites. Parents should check this weekly to make sure they are supporting and informed about their child's grades. Parents will be able to access your student's grades through links in Canvas.
- **Middle School/High School** - Grades are available through Canvas for the core areas - Math, LA, Science and Social Studies. All course materials are posted within each class and should be looked at daily by the student and then also referenced by the parent.
- Mid-terms and end of the semester report cards are available in Skyward and parents have access to see that information. An email notification will be sent from the office when report cards are available.
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- Your SLA will be calling on a regular basis to “check in” on how things are going for your student and your family. They will also be coaching the parent/learning coach on how to access and check grades in order to stay informed about your student’s learning.

It is important for students to set goals for end of the year course completion, and also sub-goals at various points throughout the year.

Course Completion and Expectations

1. Demonstrate proficiency in the grade level standards to the WVL teacher
2. Submit all required assignments
3. Attend online classes, where needed and appropriate as directed by the teacher

Students who do not complete all three of the above course completion requirements will, at the discretion of the WVL teacher, be required to repeat anywhere from a small portion of a course to the entire course.

Depending on the student, sometimes it takes less than a school year to complete a course, while other times it takes a little bit longer than a full school year.

Can a student complete a course in less time than a full school year?

It all depends on when the student is able to demonstrate proficiency of the standards to the WVL teacher. For example, a student who is talented in math may learn the material by doing two lessons every day, instead of one per day of school. As a result, the student finishes all 180 lessons in 90 days, or half a year. If the student is able to demonstrate proficiency of all course standards to the WVL teachers, s/he will move on to the next math course.

The cutoff date for course promotions will be **April 1, 2017**.

How do students demonstrate learning to WVL teachers?

Students can demonstrate learning by talking with teachers on the telephone, online one-on-one conferences, online small group classes, face to face meetings, and by submitting assignments. WVL teachers use web-conferencing software created by a company called Bb Collaborate. To meet with a teacher on a one on one basis and also in larger groups, students will simply click on the link to the teacher’s virtual classroom. In this environment students will be able to talk into a microphone, raise their hands, view and do work on a whiteboard, and much more. In many ways, Bb Collaborate is an electronic version of a classroom.

Can I help my child while they are demonstrating their learning to their WVL teacher?

It is unethical for parents to assist their child in an assessment. For our learning model to work, our teachers must have an accurate understanding of the knowledge and skills gained by each student. If parents are helping their children during the assessment process, this

cannot occur. If teachers suspect that this is occurring, the assessment will stop, and administration will be notified to contact the family.

What are online classes?

Classes at WVL are offered in a couple of different way depending on the class that is being taught and the needs of the students in that class. WVL uses BlackBoard Collaborate, Google Hangouts and Big Blue Button to hold classes. Your teacher will be very clear about where class is taking place and how the student should join the class.

[Blackboard Collaborate](#)

Blackboard (Bb) Collaborate is an online web-conferencing tool that allows students and teachers to interact in a classroom-like environment. Every WVL teacher has their own Bb Collaborate virtual classroom, in which people can talk, write on the whiteboard, raise their hands, use webcams, etc.

For grades 5 – 8, the classes will depend on the pathway that your child is in. The Independent Pathway does not have virtual classes on a routine basis, however the teacher may want to meet with your child to go over a concept they are having difficulty with. In the Virtual Pathway, classes are offered at a regularly scheduled time and it is expected that students in this pathway attend each class to be the most successful with their subjects.

What happens if my child misbehaves in a class?

Participation in Bb Collaborate classes is a very important part of learning in our school. Time in class is precious, and is treated as such by teachers, families, and administration. Students who misbehave in classes by detracting from the learning environment may be removed from class if the behavior does not change upon teacher request.

Student/Parent Expectations

Students are required - often with the assistance of their parents - to participate in the following.

- 180 days of school attendance
- Make progress through the lessons, to the best of the student's ability
- Operate in a close partnership with WVL teachers and SLAs
- Submit all required assignments
- Follow the communication guidelines outlined below

Family Communication with WVL

It is imperative at all times during the school day that WVL students stay in close communication with their SLAs.

1. WVL families will be expected to read their WVL email every day.

2. When WVL teachers or SLA request a reply to an email message, parents and/or students must reply within a 48 hour time period.

As specified by ACT 222 - the Virtual School Law - WVL teachers, SLAs and staff will be required to respond to parent communications within a 24 hour period of time.

There are many forms of communication within WVL. We have bulleted them out, as to better define all of your options as part of the WVL community.

- SLAs (Student Learning Advocate) – Your SLA will be assigned to you. They will be your one point of contact for all things pertaining to school. They will know your child and your family to be your advocate to support and guide you through your journey at WVL. This person will monitor progress and check in with you on a regular basis to make sure that all is running smoothly. You can go to your SLA for....
 - Technology Issues
 - Attendance
 - Enrichment Ideas
 - Promotions

When in doubt, and you are not sure who to call for something, call your SLA!

- Electronic Communication – We are a virtual school and rely heavily on electronic communication to get information out to our families. Please be sure to check email daily, as well as the school website. There are many helpful links, forms, discussion groups and staff contact information to help you.
- Telephone Communication – We do have an office in Fredonia, WI and some staff work on site. The SLAs, Principal and Technology Department are all housed on site. Our secretary is here and answers the phone, so it is always an option to contact us by phone. Our numbers are listed on the contact page, along with our toll free number.
- Written Communication – We will be also communicating through monthly newsletters, progress reports and other various forms of writing.

What if student expectations are not met?

As specified by ACT 222 of the 2008 Wisconsin Legislature, students who do not turn in assignments or abide by the directives of the school/teacher three times during a semester may be removed from WVL and sent back to their resident school district. Individual cases will be evaluated on a case by case basis, with the motivation for any such action focused on the best educational interests of the student in question. For more information on Strikes, please see Strike Letters on page 6.

Summer

Summer is a time for students to review skills that need extra attention, to enrich and build upon skills learned throughout the year, or learn more about topics of interest. The summer is not an extension of the school year and we will not be continuing course work in a particular curriculum product over into the summer. By law, students are to attend school 180 days out of the year. Each of the classes that your child is enrolled in provides pacing charts to help you attain your goal to finish school by the end of the school year, before

summer. Your SLA and teacher are great resources in helping you structure your day, so that all of your student's standards are attained and their grade level work is completed.

Learning Information: 9-12

GETTING STARTED WITH HIGH SCHOOL IN WISCONSIN VIRTUAL LEARNING

The high school instructional model will rely on:

- Rigorous academic standards and expectations
- Highly qualified instructors providing *virtual* and *independent* instructional support
- Student-to-student and student-to-teacher interaction using a variety of learning technology
- A traditional grading scale and reporting and cumulative GPA
- Opportunities for student leadership and participation in school-sponsored activities
- Post-secondary preparation, planning, exploration, and support

In this model teaching/learning includes the availability of regularly scheduled office hours, instant messaging, and online discussion tool Bb Collaborate, involving individual students, small groups, or whole groups. In addition, teaching/learning involves email communication and opportunities for students to participate in online discussion threads.

Students are expected to participate in school on a daily basis. Students will be evaluated on a frequent basis to determine achievement in their scheduled courses. Assessments are based on student participation in online discussions and web-based discussion threads, submitted writings, projects, portfolios, quizzes, unit tests, semester exams, and final exams.

Teacher Work Day

Most teachers are available between 8:00 A.M. and 4:00 P.M. each school day. Teachers are not required to return parent/student calls or e-mails in the evening, during the weekend, or during a school holiday.

Username/Passwords/Attendance

Your student username and password is unique to you. Do not share it with anyone.

Attend classes by logging in daily and completing assignments by the dates displayed on your course calendar. This usually requires 1-2 hours of work *per class*.

Course Materials

You will be provided with materials to use in your high school courses. Take care of them. You will be expected to return many of them at the end of the year (except for optional materials you purchase on your own).

Time Management

Time management is critical to your success because most activities can be accomplished independently—you don't have to be online at the same time as your instructor or other students. The advantage of learning "anytime, anywhere" also makes it easier to put off logging on and participating in class. As with any traditional course, you risk earning a lower grade if you fall behind.

Courses are paced with the expectation that students should spend on average, 60 minutes a day per course, working through the lessons and completing the assignments, not counting time spent in live Bb Collaborate classes. Much of the class work will be online; there will be times in each course when there will be offline work (reading texts, completing labs, writing essays, solving problems, etc). Advanced Placement classes are paced with the expectation that students will be working on average, 90-120 minutes a day, per course, not including the live Bb Collaborate classes.

A good way to manage your time is to create a schedule of all of your daily activities and stick to it. By managing your time well, you can be involved in extracurricular activities and still do well in school.

Tips for success

- Create and stick to a schedule: work every day on your school work.
- Know the due dates for each course and keep up.
 - Use a planner to help you organize your schedule. Write in your due dates calendar so you can see when all of your assignments are due at once.
 - Spend some time each week updating your calendar and planning for the week.
- When you have questions, get in contact with your teachers. Teachers are available by email, phone, during office hours, and in study hall.
- Check course announcements daily and read email twice per day. This way, you don't miss important information from your teachers.
- After an assignment is graded, read the feedback from your teacher. This is how you learn to improve your work.
- If a problem comes up, don't wait – work to find a solution immediately. Otherwise you risk falling behind.

WVL HIGH SCHOOL GRADUATION REQUIREMENTS

Wisconsin Virtual Learning High School is on a credit system and aligns with the Wisconsin Department of Public Instruction's High School Graduation Standards for course requirements. WVL requires students to earn **22 credits** in the following courses for graduation:

<u>4 Credits-English</u>	<u>3 Credits- Social Studies</u>
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English 9 Communications American Literature English Elective	World Cultures United States History Government (.5) Social Studies/Sciences Elective (.5)
<u>3 Credits-Mathematics</u> Algebra I Geometry Mathematics Elective	<u>3 Credits-Science</u> Biology & Physical Science or Biology & Chemistry Science Elective
<u>7.0 Electives</u>	<u>1.5 Credits- Physical Education</u> PE 1 (.5 credit) PE II (.5 credit) PE III (.5 credit) <u>.5 Credit- Health / Life Management</u>

NCAA Approved - WVL virtual courses are NCAA approved. If you have questions about this or need more information, please contact the School Counselor.

Earned Credit - High school credit is earned on a semester basis. Students earn 0.5 credits for each semester course that they complete with a passing grade. Students must earn 1.0 credit in the core subject areas of English, Mathematics, Science and Social Studies to move to the next course level.

Successful Completion – For courses to be successfully completed, students must have earned a passing grade of D- (60%) or higher. In addition, student placement in AP and elective courses will be determined on a case-by-case basis and will be guided by input and/or approval from school staff.

Transfer Students – Students entering Wisconsin Virtual Learning from another school **must provide a transcript** showing completed coursework. Students providing a current grade report or transcript of courses in progress and current achievement will be placed into the corresponding course(s) at the appropriate point(s). Official academic records are necessary for credit to be earned at Wisconsin Virtual Learning from any school. Placement tests may be required to determine appropriate course assignment(s) for a student. Final determination on course placement, placement within individual courses, and final grades rests with the individual subject teachers and administration.

Home Schooling Programs – Students entering from a home schooling program must provide evidence of a curriculum plan. Official academic records are necessary for credit to be earned at Wisconsin Virtual Learning from any school. Letter grades will not be assigned; instead the student will receive a satisfactory/unsatisfactory for the course obtained through home schooling. Placement tests may be required to determine appropriate course assignment(s) for a student. Final determination on course placement and placement within individual courses rests with the individual subject teachers and administration.

Pre-High School Credit – Students may earn high school credit for a class taken as a non-high school student given that all Department of Public Instruction requirements are met. Each student's particular academic needs will determine which courses may be taken for high school credit and at what grade level. Students must have successfully completed the course with a D- (60%) or higher in order to receive credit. **However, WVL recommends students earning less than a B- retake the course to ensure success in subsequent coursework. HS courses taken during MS are included on the transcript and count for credit, but do not count toward GPA.** It reads in the state legislature as "The Department of Public Instruction recommends that high school courses taken at the middle school level should be so noted on the transcript along with the grade received; however, the grade/s received should not be factored into high school grade point average. The reasoning behind that recommendation is that middle school students might shy away from taking a more challenging course because of future implications on their overall grade point average." WVL follows these recommendations as outlined by the Department of Public Instruction.

Course Failure and Repeat Credit – Failed courses are recorded as an "F" on the student's transcript and a zero will be computed for the course in determining GPA. Students are permitted to **retake** failed classes. When a student retakes a course that shows the original grade was an "F," the student will earn the credit, the new grade will replace the "F," and the student's cumulative grade point average will be recalculated using the passing grade earned in that course.

Plagiarism and Cheating - WVL takes academic integrity very seriously. Plagiarism and cheating are about honesty and is a reflection about character. In addition, teachers need to be able to assess each student's learning. We expect that all work turned in will be the student's own.

- **Plagiarism** is taking sentences directly from another place and claiming it as your own. Students must write in their own words. Do not copy from your lessons, books, internet, other students, etc.

- **Cheating** is copying someone else's answers on a quiz, test, or assignment. We welcome students studying together, but each student needs to make sure all answers are your own. Tests and quizzes should be completed individually.

Students caught plagiarizing or cheating will have the following consequences:

- First offense: Conference between student and teacher. Parent notified.
- Second offense: No credit for the assignment. Referred to the principal.
- Third offense: No credit for assignment. Letter from principal.

Honest mistakes do happen and will be used as learning experiences. We will also discuss and review this information in your courses. Here are two main tips to avoid plagiarism:

- Always write in your own words.
- Cite any sources you use in your assignments.

Teachers reserve the right to request a meeting with students in order to assess their learning of course material. Meetings may be requested in online classrooms, on the phone, or in person

Credit Recovery - CR courses are offered to allow students to make up credits that have been lost due to failure to earn a passing grade. When students take credit recovery courses, the previous "F" will still be used in the student's GPA calculation, as will the final grade given in the credit recovery course.

Drop/Add Policy – The request to drop a course should be made to the Student Learning Advocate (SLA) **before the end of the tenth day of the semester**. After the tenth day of the semester, courses dropped will be given a failing grade. A request to add a course may occur at any time. The request must be made to the SLA. However, a request does not guarantee a course addition. For courses that require special fees, or if the student's participation in the course requires the school to make additional materials/course purchases, the family may be responsible for that financial commitment when the course is dropped, regardless of timing. For those courses, a student's readiness for taking the course will be discussed with the family so that the family is aware of obligations they may incur.

Audit a Course - Some curricula are structured in such a way that understanding and retention of material later in a course is directly related to material presented early on in the class (e.g., content covered in math classes builds on itself as the course proceeds through the year). As such, it may be recommended or required for students to audit the first semester of a course in order to better prepare for the content of the second semester. For example, if a student passed their first semester of a math class but not the second semester, it may be suitable for that student to retake the first semester of the class by auditing it, and then continuing on with the class in the second semester. Audited courses will go on a student's transcript with a grade, but **will not count for credit**.

Valedictorian/Salutatorian Criteria

- The criteria for this honor are the cumulative GPA at the conclusion of the winter semester of their senior year (end of 7th semester). Students must be

in attendance for three consecutive semesters in order to be considered for these awards. There is a possibility that these honors may be shared.

- Students must successfully complete a minimum of one Advanced Placement course to qualify for Valedictorian/Salutatorian.
- If there are two or more students with identical GPAs, the first tie-breaker to determine the recipient of the Wisconsin Academic Excellence Scholarship would be the total number of advanced placement courses successfully completed.
- If there are two or more students still tied after the first tie-breaker, the second tie-breaker utilized will be the student with the most credits.

Wisconsin's Academic Excellence Scholarship Academic Excellence Scholarships are awarded to Wisconsin high school seniors who have the highest cumulative grade point average, after the fall semester of their senior year, in each public and private high school throughout the State of Wisconsin. The number of scholarships each high school is eligible for is based on total student enrollment. In order to receive a scholarship, a student must be enrolled on a full-time basis by September 30th of the academic year following the academic year in which he or she was designated as a scholar, at a participating University of Wisconsin, Wisconsin Technical College, or independent institution in the state. The value of the scholarship is \$2,250 per year, to be applied towards tuition. Half of the scholarship is funded by the state, while the other half is matched by the institution. Eligibility must not exceed 8 semesters.

Technical Excellence Scholarships are to be awarded to high school seniors who have the highest demonstrated level of proficiency in technical education subjects. The scholarships are only for use at a Wisconsin Technical College within the Wisconsin Technical College System (WTCS). In order to receive a scholarship, a student must be enrolled on a full-time basis by September 30 of the academic year following the academic year in which he or she was designated as a scholar. No student may receive both a Technical Excellence Scholarship (TES) and an Academic Excellence Scholarship (AES). Students must have attended WVL for at least three (3) consecutive semesters to be eligible to compete for the scholarship.

WVL will use the Higher Education Aids Board (HEAB)-recommended ranking system to determine student qualification.

In the event of a tie-breaker, the following selection process will be followed until a winner is reached:

- GPA based on Career and Technical Education (CTE) grades is the first tiebreaker
- The total number of (1) technical college credits earned while the student has been in high school and (2) technical college credits that are in progress during the current semester is the second tiebreaker.
- The students' cumulative high school grade point average is the third tiebreaker.
- The student with the most high school credits earned by the end of the semester prior to the semester in which the scholarship is awarded is the fourth tiebreaker.
- Each student's highest ACT score, if an ACT score is available for all of the students who remain tied is the fifth tiebreaker.

- In the event any remaining tie has not been broken after the five tiebreakers, the scholarship shall be awarded to the student who has attended WVL for the longest period of time.

The recipient must be a resident of Wisconsin and the United States who is either a citizen or an alien lawfully admitted for permanent resident by the INS.

Eligibility to Compete for Academic and Technical Excellence Scholarships - A student will be eligible to compete for the Academic and Technical Excellence scholarships when 1) they have reached senior status and 2) they have acquired enough credits to be on pace to graduate with their class at the end of their senior year. The student's SLA, counselor, and/or principal will review whether or not a student is considered to be on pace to graduate with their age-appropriate class at the end of the school year.

Advanced Placement Program – Advanced Placement is a program run by the College Board, which offers students the opportunity to take college-level courses while in high school. AP classes help students improve writing skills, sharpen problem-solving techniques, as well as develop study habits necessary for tackling rigorous course work. Research indicates that many students who take AP courses and exams are much more likely to be successful in college. In addition, AP classes help college applicants stand out in the college admissions process, showing a willingness to take the most rigorous courses and emphasize a commitment to academic excellence. In May, students have the opportunity to take the AP exam for their course(s), allowing students to potentially earn college credit. The amount of college credit received varies by college, the AP score, and the subject. Students may also have the opportunity to enroll in higher-level courses as college freshman. Students are encouraged to challenge themselves by enrolling in AP courses.

Early Graduation – Some students pursue educational goals which include graduation from high school at an earlier date than their designated class. The following guidelines should be followed when seeking Early Graduation:

1. The student must have earned all credits necessary for graduation.
2. Reasons for considering early graduation:
 - a. To permit students to begin advanced formal education.
 - b. To permit students entry into apprenticeships, on-the-job training programs, or entry into the armed services of the United States.
 - c. To permit students to aid themselves or family during times of personal or financial need.
 - d. To permit students to offer exceptional service to society.
3. The process of application:

- a. The student must meet with their Student Learning Advocate (SLA) to discuss early graduation and review the Early Graduation Request Checklist.
- b. The student must submit a written letter requesting early graduation to the principal by September 30 of his/her senior year. The letter must include:
 - i. An explanation of the student's reason for early graduation.
 - ii. Signatures of the student and at least one parent/guardian to approve and verify the request.

Students and families will be notified and made aware of all advantages and disadvantages of graduating early.

The Board must be informed of students who are eligible and have applied for early graduation. The early graduate will be issued a diploma in the spring of the year. The early graduate is welcome to participate in commencement exercises if he/she desires and must inform the high school principal of this desire. The early graduate will not be permitted to take part in organized school activities during the remainder of his/her senior year.

GRADING AND ACADEMIC ACHIEVEMENT

Evidence of Learning

Students' grades will be determined based on how students perform on teacher graded activities within each course. Teacher graded activities include, but are not limited to:

- Practice Lessons
- Web Explorations
- Labs
- Journal Entries
- Class Discussions
- Quizzes
- Tests
- Participation in Extra Help Sessions

GRADING PROCEDURES

Cumulative Grade Point Average (GPA) is determined by dividing the number of quality points achieved by the number of cumulative GPA credits received. GPA is calculated at the conclusion of each semester using the final grade for each class.

Grade Points:

A	4.000	B+	3.333	C+	2.333	D+	1.333	F	0.000
A-	3.667	B	3.000	C	2.000	D	1.000		
		B-	2.667	C-	1.667	D-	0.667		

Subjects/Classes/Grades Included in GPA calculation-All subjects, classes, and grades are factored into a student's GPA calculation, with the following exceptions:

- Classes taken and grades earned at a college/university/technical college are not factored into a student's GPA (this includes Youth Options and Course Options).
- High school courses taken during middle school are not factored into a student's GPA.
- Grade marks of P, S, U, M, and INC are not factored into a student's GPA.
- Grades from study abroad programs and/or earned in another country will be entered as an "S" on the transcript produced by WVL, unless there is evidence that the teacher the student received instruction and grade from had a valid Wisconsin teaching license (in the content area the student received a grade for) for the duration of the time the student was schooling with that teacher.

Weighted Grades- Due to the variety of different weighting scales used by high schools many colleges and universities recalculate weighted grades to a four point scale. Therefore, WVL does not weight grades.

Class Rank- After a great deal of research and debate with a number of high schools, college representatives, WVL staff and administration, Wisconsin Virtual Learning does not supply the rank of its students. Because of our smaller class sizes, we have found supplying rank to colleges/universities presents a significant disadvantage for our students attempting to gain admittance. If students take advantage of our college preparatory curriculum and dedicate themselves to their studies, they will meet and exceed the minimum requirements for admission into many of the well-respected post-secondary institutions across the country. Class rank will be utilized for internal and administrative purposes only.

Honor Roll is published at the end of each semester. Students with a G.P.A. of 3.50 and above receive High Honors and students with a G.P.A. of 3.00 to 3.499 receive Honors.

Grade Level Determination - High school students advance through grade levels in sequential order, regardless of the number of credits they've acquired (an exception may be a student who formally skips ahead a grade level - this determination is made after careful consideration and discussion between family, the student, staff, and administration). Students who transfer into WVL are placed into their age-appropriate grade level. Students of junior status (11th grade) who plan to graduate a year early - at the end of their junior year - are not considered to be of senior status, and may not have the same eligibility or opportunities associated with being a senior.

Senior Status - Students are considered to have reached "senior" status when 1) they have reached the age-appropriate grade level or 2) they have followed proper protocol to advance a grade level to be considered a senior through administrative approval.

Bb Collaborate/Online Class Participation

Students that are on the virtual pathway are expected to participate in online classes. Students who participate in our online classes learn more and achieve at higher levels than those who do not. However, students are expected to behave appropriately in online classes, and may be removed from class if they do not. All students, when signing into online classes, are required to enter their first and last names only—and will be immediately removed from class if they do not.

Checking Student Progress

Parents have the ability to check progress, of their child twenty-four hours a day, seven days a week. Parents can check student information which may include:

- grades
- submitted assignments
- login frequency
- the length of time on each lesson and
- see teacher feedback on assignments

Student grades change daily, dependent upon work submitted and graded. Parents are encouraged to regularly monitor their child's progress in the course. For assistance in running reports to obtain information listed above, contact your SLA.

Summer school

The following students qualify for summer school:

1. Any student who fails a core class during the school year
2. Any student who enters school behind in credits to graduate with his/her class
3. Any student as determined by administration to need summer school work

The student may take classes through their local district over the summer and then transfer the credit into WVU. In addition, there will be a limited number of course offerings on a "credit recovery" basis.

In addition to the completion of the work required for credit, earning summer school credit may also require a face to face meeting between student, teacher/mentor and principal during the summer before credit will be granted. Depending upon the course, an additional assessment of student competency may also be required before credit will be granted.

Late Work

Each course and teacher is different, and the teacher's policy will be different as well. Teachers inform students of the late policy in their course at the beginning of each new semester, as well as explain the late policy in detail in their course syllabus. Should parents or

students have questions regarding late work policies, they should contact the course teacher directly.

World Language

Most 4 year colleges require high school students to have taken at least 2 full years (preferably consecutive) of a single world language. One full year of a foreign language at the high school or middle school levels equals 1 credit, provided the student passes each semester with at least a 60%.

Students enrolled in a World Language course must earn a grade of 60% each semester to move on to the next semester in their language study. If they do not earn a 60%, they do not earn credit and may repeat the semester when able to.

An 8th grade student who chooses to take year 1 of a World Language course must realize that **they are taking a high school level course** . They must adhere to the 60% cut-off to be able to move on to 2nd semester of their language study. If an 8th grade student does not earn a passing grade by the end of the school year, they will not receive high school credit for the course.

Incomplete Grades

Incomplete grades may be given at the discretion of the teacher, in collaboration with administration. This will be reviewed on a case by case basis.

Progress Reports/Report Cards

Progress Reports will be issued at the nine week mark in the semester. Please remember that as a parent you always have access to your student's grades and progress. Please make sure that you are checking your student's progress weekly.

At the conclusion of each semester, students will be notified of their semester grades through an email from the office. At this time, grade reports will include semester grades and semester grade point averages. Year-end grade reports will include final course grades and cumulative grade point average.

Youth Options

Wisconsin Virtual Learning, under the direction and policies of the Northern Ozaukee School District supports junior and senior students' participation in the Youth Options Program. Wisconsin Virtual Learning will adhere to the Youth Options Program guidelines below:

The Northern Ozaukee School District will implement the following as allowed in Wisconsin State Statutes 118.55(7t) (a), 118.55(7t) (c), and 118.55 (7r) (a) 5.

1. A pupil who intends to enroll in an institution of higher learning through the Youth Options Program shall notify the Board of Education or Board designee of his/her

intention to enroll no later than March 1 if the pupil intends to enroll in the fall semester, and no later than October 1 if the pupil intends to enroll in the spring semester. The notice shall include the titles of the courses in which the pupil intends to enroll and the number of credits of each course, and shall specify whether the pupil will be taking the course for high school or post-secondary credit. An application form is available at: youthoptions.dpi.wi.gov.

2. The Board limits the number of credits for which the Board will pay to 18 post-secondary credits total in a student's junior and senior years. The Board will consider additional credits upon written request by the student.
3. If a pupil receives a failing grade or fails to complete (drops) a course for which the school district has made payment, reimbursement to the district is required for all costs related to the course. According to Wisconsin State Statute §118.55(7t)(c): "If a school board that requests reimbursement of a payment made under this section is not reimbursed as requested, the pupil on whose behalf the payment was made is ineligible for any further participation in the program under this section." The Wisconsin Department of Public Instruction further recommends that any recovery of unpaid reimbursement be made in small claims court. Reimbursement will be requested from the student if he or she is an adult or from the student's parent or guardian. Students who fail to provide reimbursement for a dropped or failed course as described are no longer eligible for the Youth Options Program."

Work Study

The purpose of Work Study is to provide students with the opportunity to draw a connection between what is being learned in school and the employability skills needed in today's competitive workplace. The Work Study program is to assist students to grow and develop into accountable and responsible working adults.

To be eligible a student must....

- Be employed a minimum of 180 hours per semester
 - Ten hours per week
 - Must have a job within 2 weeks after the start of the semester
- Be a Junior in good standing
- Be in "Good Academic Standing" - as determined by previous year's coursework
 - Be on pace in all coursework
 - Be passing all classes
 - Does not have any unexcused absences from class
 - Excused absences will not be accepted for work hours
- Students who earn an 'F' as a final grade in any class will not be accepted into the Work Study Program for the following semester.
- Probationary Infractions:
 - If student is not passing a class, he/she must....
 - Improve their grade to "passing" within three weeks or be removed from the program.

- o If a student receives one unexcused absence, he/she must not receive another unexcused absence within the semester.

To be held accountable, Work Study students need parents, employers, and the program coordinator to sign and agree to the terms of the program. Students are subject to a probationary period and termination from the program if the terms of the agreement are not met.

Students must successfully complete all requirements, listed below, of the work study program in order to earn (.5) credit.

- Submit documentation from employer of 180 hours/worked
- Submit from employer (3) student evaluations
- Complete all assignments and earn an 80% (56/70 points)

Grading/Credit:

- Midterm/Semester grade report
 - o S-Satisfactory
 - o U-Unsatisfactory
- .5 credit is earned after all requirements are met

End of Semester

Semester 1: January 13, 2017

Semester 2: May 30, 2017

Grade Promotion/Class Placement

Each student shall be moved forward in a continuous pattern of achievement and growth that is in harmony with his/her own development.

Students advance from one grade to the next sequentially/chronologically each school year. Grade level is not determined by earned credits. With approval from the principal, a student may progress from Grade 11 to Grade 12 after the first semester of the junior year based on their accumulation of earned credit provided the grade level placement will result in graduation at the end of that school year.

STUDENT RECORDS

Student Records

Student biographical, health, and academic records are maintained at Wisconsin Virtual Learning in Fredonia, Wisconsin. As students move or apply for jobs or to attend college, etc., they will often need to have these records forwarded. Records requests can be made to the WVLA Administrative Assistant – Danielle Biever at dbiever@nosd.edu. If a student moves to another high school, school records will automatically be requested by the receiving school district.

Transcript Requests

Requests for high school transcripts are made to the School Office and you can contact the WVL Administrative Assistant – Danielle Biever at dbiever@nosd.edu.

WISCONSIN VIRTUAL LEARNING Indemnification Provision

Wisconsin Virtual Learning assumes no responsibility for information obtained via the Internet, which may be illegal, defamatory, inaccurate or offensive. WVL assumes no responsibility for any claims, losses, damages, costs, or other obligations arising from the use of instructional computing resources. WVL also denies any responsibility for the accuracy or quality of the information obtained through user access. Any statement, accessible on the computer network or the Internet, is understood to be the author's individual point of view and not that of Wisconsin Virtual Learning, its affiliates, or its employees. Wisconsin Virtual Learning assumes no responsibility for damages to the user's computer system.

Nothing in this policy negates any obligation the student and parent have to use the instructional computing resources as required in the Use of Instructional Property Agreement ("Agreement") the parent or guardian signed as part of the student's enrollment packet. In the event that this Code conflicts with the Agreement, the terms of the Agreement shall prevail.

DEFINITION OF TERMS

Independent: Instruction that does not require students and teachers to be in a common place at the same time. Discussion boards are a way to participate in independent instruction.

Virtual: Instruction that requires students and teachers to be in a common location at the same time. Chat rooms are examples of virtual interaction.

Threaded discussion: A connected set of statements, questions, or comments posted in response to a discussion topic in a discussion board.

Office hours: A regular time set by your teachers each week during which they will be available to answer questions or assist you.

Administrative Information

INTERNET SERVICE PROVIDER (ISP)

The ISP reimbursement for the school year is \$15 per month, for 9 months per WVL family for

a total of \$135.00. Please note that unless there is a demonstrated case of financial hardship, checks will be sent to families once during the school year, by the end of June. Reimbursement checks will not be sent to any family still in possession of WVL property, when a request for reclamation has been made by WVL staff.

In order to qualify for the ISP reimbursement, you must be a full time student who has enrolled by September 16, 2016 and has remained a WVL student through May 30, 2017.

Acceptable Use Policy (AUP)

Wisconsin Virtual Learning has an Acceptable Use Policy in place to ensure the proper usage of the technology that is provided to all students within WVL. WVL is dedicated to the success of all students who have not had their needs met in a traditional educational setting. WVL is dedicated to providing the services and educational programs using current technology necessary for these students to receive a high school diploma as well as to give them the opportunity to grow beyond the normal curriculum and confines of a traditional school setting. WVL is committed to providing a safe and orderly environment and protecting the health, safety, and welfare of all students.

The Internet, as used by students and staff of WVL, will be solely a tool to facilitate educational research. No other use of the Internet will be endorsed or allowed by WVL. Specifically, through the use of computers, students and staff will be able to access educational research materials stored on other computers at other facilities located throughout the world. They will also be able to collaborate with other students and peers with Internet access anywhere on Earth!

Although this represents a significant opportunity, there are important responsibilities that must be shared among students, parents, and staff. The purpose of this policy is to detail these responsibilities in a manner understandable to all parties involved.

A detailed copy of the AUP is located on the website at www.wisconsinvl.net.

STUDENT CONDUCT CODE

Student Conduct/Discipline

WVL students are subject to the student discipline policies of their local school district while on school grounds and/or participating in any school district sponsored events. Respect for law and for those persons in authority shall be expected of all students. This includes conformity to school rules as well as general provisions of law affecting students. Respect for the rights of others, consideration of their privileges, and cooperative citizenship shall also be expected of all members of the school community.

Respect for real and personal property; pride in one's work; achievement within the range of one's ability; and exemplary personal standards of courtesy, decency, and honesty shall be maintained in Wisconsin Virtual Learning.

Students may be subject to discipline for violation of the Code of Conduct/Student Discipline Code even if that conduct occurs on property not owned or controlled by the school but that

is connected to activities or incidents that have occurred on property owned or controlled by the school, or conduct that, regardless of where it occurs, is directed at a student, school official or employee, or the property of such student, school official or employee.

Harassment Reporting

If you are being harassed in your online environment, it is important to report it immediately to your teacher. Harassment comes in many forms, including:

- spam (unsolicited e-mails not pertaining to the course)
- threatening communications
- offensive communications or any other kind of communication that makes you feel uncomfortable

Confidentiality

Wisconsin Virtual Learning will make reasonable efforts to maintain the confidentiality of the parties involved in a harassment investigation. Confidentiality; however, cannot be guaranteed.

The Principal reserves the right to investigate and resolve a complaint or report of unlawful harassment regardless of whether the member of the Wisconsin Virtual Learning community or third party alleging the harassment pursues the complaint.

Use of Copyrighted Materials

All materials in the courses are copyrighted and provided for use exclusively by enrolled students. Enrolled students may print or photocopy material from the website for their own use by or distribution to others is prohibited unless expressly noted. Unauthorized copying or distribution may result in revoked access to course(s).

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

Academic Integrity

All work submitted is assumed to have been completed on your own. Students are responsible for observing the standards on plagiarism and properly crediting all sources relied on in the composition of their work. Failure to abide by these standards will be reported to the appropriate administrative authorities and may result in loss of credit and revoked access to course(s).

Plagiarism and Cheating - WVL takes academic integrity very seriously. Plagiarism and cheating are about honesty and is a reflection about character. In addition, teachers need to

be able to assess each student's learning. We expect that all work turned in will be the student's own.

- **Plagiarism** is taking sentences directly from another place and claiming it as your own. Students must write in their own words. Do not copy from your lessons, books, internet, other students, etc.
- **Cheating** is copying someone else's answers on a quiz, test, or assignment. We welcome students studying together, but each student needs to make sure all answers are your own. Tests and quizzes should be completed individually.

Students caught plagiarizing or cheating will have the following consequences:

- First offense: Conference between student and teacher. Parent notified.
- Second offense: No credit for the assignment. Referred to the principal.
- Third offense: No credit for assignment. Letter from principal.

Honest mistakes do happen and will be used as learning experiences. We will also discuss and review this information in your courses. Here are two main tips to avoid plagiarism:

- Always write in your own words.
- Cite any sources you use in your assignments.

Teachers reserve the right to request a meeting with students in order to assess their learning of course material. Meetings may be requested in online classrooms, on the phone, or in person

Source Citation

Many courses require written work in which you will need to cite sources. Any direct quotations from your textbook can simply be cited as (Author, Page Number). Any quotations from outside sources require full citations, including author, title, publisher, date of publication, and page number. If you're citing information found on a Web site, provide the complete Web page or site title, URL, author if known, page number if applicable, and publication date of the site, if available.

Monitoring E-mail and other Material

Wisconsin Virtual Learning reserves the right to review any material transmitted using WVL instructional computing resources or posted to a Wisconsin Virtual Learning instructional computing resource to determine the appropriateness of such material. WVL may review this material at any time, with or without notice. E-mail transmitted via Wisconsin Virtual Learning instructional computing resources is not private and may be monitored.

Complaint Response Procedure

Wisconsin Virtual Learning is interested in achieving and fostering student/family satisfaction. The following procedure has been put into place to ensure that student/family grievances are addressed fairly by the appropriate persons in a timely manner. WVL prohibits

discrimination against students/families on the basis of disability, race, creed, color, gender, national origin, or religion.

1. Contact the person directly involved first. If the principal is contacted first, the caller may be referred to the employee directly involved.
2. The student and parent(s), custodian(s) or legal guardian(s), will address in writing any concern or grievance to the Principal.
 - a. The Principal shall respond within ten (10) working days.
 - b. If the concern or grievance is not resolved in a satisfactory manner by the Principal, the parent(s), custodian(s) or legal guardian(s) may, within ten (10) working days of the Principal's response, request in writing a meeting (via phone or in person) with the WVL Board of Directors to discuss the concern or grievance.

Immunizations

All school children through Grade 12 attending Wisconsin Schools must show evidence of having received at least minimum protection against certain vaccine-preventable communicable diseases or must submit waivers to the contrary.

Within 30 days of enrollment, children must present evidence that they have received protection against measles, mumps, rubella (MMR), diphtheria, tetanus, pertussis, polio, hepatitis B and varicella.

- 3 doses of Hepatitis B vaccine are required for all grades. Students aged 11 through 15 years who received a licensed 2-dose formulation meet the Hepatitis B requirement.
- Both doses of MMR vaccine must be received on or after the first birthday. Children who received MMR before their first birthday may not be fully protected.
- For students in kindergarten, at least one dose of DTP/DTaP/DT must be received after the fourth birthday.
- Varicella (chicken pox) vaccine or a history of chicken pox disease is required for children in grades K-2. This rule will apply to grades K-8 for the 2004-05 school year and all grades in the 2005-06 school year.

These communicable diseases could lead to serious complications if a child were to develop one of them. This law is for the protection of everyone in the school setting. Children can be excluded from school outings until a record of required vaccine(s) is provided or until a waiver is claimed.

If your child has previously attended another school and you completed an immunization record for use by that school, you may direct that school to forward this record to you or to us. However, you are still responsible to see that your child's current school receives this information.

Optional Outings

WVL will sponsor optional outings, organized by teachers and/or parents, for students and families on a regular basis that enhance the curriculum/learning activities. While attendance is

not mandatory, it is a wonderful opportunity to meet other school participants and have conversations about the children, programs and share practices that work. It is an opportunity for both the students and parents to socialize. It is our hope that the teacher and parents will work together to design and implement these activities. Parents are responsible for the cost of transportation and any entrance fees associated with optional outings.

For the 2016-2017 school year, outings will be scheduled throughout the year and will be posted on the online calendar with the specific dates, times and other details of the outings. WVL parents and students are expected to conduct themselves appropriately at all optional outings. Parents are responsible for the supervision of their children at all times.

School Property

WVL provides materials, computer, printer, books and other curricular supplies. These materials are school property and must be kept in good condition. Parents are responsible for the repair or replacement of all lost, stolen or damaged school property. All property and equipment must be returned in good, working condition upon withdrawal from or completion of the program. All printed materials are copyrighted and unauthorized copying of that material is a copyright infringement. Materials cannot be sold or transferred and are to be used solely by the student in his/her studies while enrolled in the school.

Special Education Services

Students participating in the WVL program are legally enrolled in a public school. Your local school district is responsible for providing a free and appropriate education under the federal Individuals with Disabilities in Education Act (IDEA). The District Director of Pupil Services will assist parents in accessing and coordinating these services with their local school district. School districts are responsible for notifying parents and WVL staff of all Individual Education Plan (IEP) meetings. Participation in the virtual school program is subject to review for appropriateness for students receiving services under IDEA. WVL staff will serve as active members of all IEP team meetings.

Laptop Protection Plan Coverage

Students who wish to borrow a WVL laptop for their schooling needs can do so by purchasing the laptop protection plan coverage. The family will be responsible for paying a \$30.00 non-refundable user fee per year/student as well as a \$25.00 per incident deductible.

What determines an incident?

An incident is anytime your laptop would need to be shipped to either Lenovo or WVL for inspection or repairs.

Payment is due by August 19, 2016 or prior to your start date if you are an exception student. If payment is not received by the specified date and damage is done to your machine, see below financial responsibilities.

Financial Responsibilities

Students/families are financially responsible for any damage to the school-issued computer beyond normal wear and tear, including, but not limited to, damage from being dropped, cracked or broken monitors, broken keyboards, liquid/water damage, port damage, hinge damage, and software issues as a direct result of viewing non-school related web sites or downloading non-school approved programs.

*The replacement value of the laptop is \$300.00.

Families not using a WVU laptop will need to follow the below technical SPECS:

- * Speed: 1.8 GHz or better
- * RAM: 512 MB (minimum)
- * Disk space: 20 GB or more
- * CD-ROM or DVD drive
- * Monitor: 15-inch flat panel
- * Audio: 16-bit sound card
- * Modem: 56 kbps (minimum)
- * Microphone, web camera, and speakers
- * Operating system: Windows 7
- * Microsoft(R) Internet Explorer version 10.0
- * Adobe(R) Reader(R)
- * Macromedia Flash(TM)
- * Shockwave(TM)
- * Java version 8 Update 60

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RealPlayer is a trademark or a registered trademark of RealNetworks, Inc.

Macromedia Flash is a trademark or registered trademark of Macromedia, Inc. in the United States and/or other countries. QuickTime is a registered trademark of Apple Computer, Inc.