

# **ST. CROIX VALLEY ACADEMY OF VIRTUAL EDUCATION**

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**HANDBOOK FOR FAMILIES**



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### **What is the St. Croix Valley Academy of Virtual Education?**

The St. Croix Valley Academy of Virtual Education is a new opportunity for students across the state of Wisconsin, but especially for those residing in the St. Croix Valley who are looking for an alternative to the traditional bricks and mortar school. It is a public, tuition free school within the St. Croix Central School District. The focus of the program is on the needs of individual students who may need or desire an alternative approach to their education.

### **The St. Croix Valley Academy of Virtual Education Approach**

This charter school recognizes the importance of offering opportunities to parents and students that take advantage of new and different approaches in delivery of instruction. The following sections more clearly describe the approach that the St. Croix Valley Academy of Virtual Education will take.

### **Local Education Guide (LEG)**

A Local Education Guide (LEG) is the certified instructor who will serve as a connection between the school and student, helping with planning, scheduling and communication.

### **Student Commitment**

Students/families must commit to creating a personalized learning plan (PLP) which will be created with the Local Education Guide (LEG) and kept on file as documentation for each student's educational plan. Any changes in the PLP must be approved by the student/parents and the LEG.

Students intending to enroll in virtual programming must make a commitment to complete the coursework in order to demonstrate evidence of learning. A student who fails to demonstrate commitment and evidence of learning coursework may no longer be eligible for enrollment in the St. Croix Valley Academy of Virtual Education.

Students must make a commitment to spend just as many hours or more completing virtual coursework as they would spend completing coursework in a traditional setting. Minimally, students should plan to spend 5-7 hours per day. Through regular communication, the status of the student will be evaluated by the Local Education Guide based upon individual performance.

Students/families must participate in a minimum of two student led conferences with the LEG throughout the school year.

Students must commit to taking all required state assessments as required by law or that are deemed necessary by the St. Croix Valley Academy of Virtual Education.

### **Enrollment**

The program is open to any student that resides in Wisconsin. Students residing outside of the St. Croix Central School District should refer to the Open Enrollment procedures on the WI Dept. of Public Instruction website. Information is also available on the St. Croix Central District Website under Virtual School.

Month	Calendar Grid	Notes																																																	
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AUG/UST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE
22► Open House Nooon-8:00 p.m.	3► No School Labor Day	23► PT Conference by appointment	2► End of 1st Quarter	21► No School for Students	1► No School	22► No School for Students	21► End of 3rd Quarter	9► PT Conference by appointment	17► No School for Students	7► End of 4th Quarter
	4► 1st Day of School	25► PT Conference by appointment	21► No School for Students	24-31► Christmas Vacation No School	2► 1st Day Back to School	25► No School	22► No School for Students	11► PT Conference by appointment	24► 2019 Graduation 7:30 pm	7► Half Day of School for Students
	21► No School for Students	26► No School for Students	22-23► Thanksgiving Vacation -No School		18► End of 2nd Quarter	25-29► No School Spring Break	18► No School for Students		27► No School Memorial Day	
					21► No School for Students		19► No School			
							22► No School			

Any changes will be published in the school newsletter, area newspaper or on the SCC website (www.secc.k12.wi.us).



Open House

Start Date

Conference

No School

End of Quarter

Graduation

### **Days of Instruction/Instructional Time**

Our school year follows the St. Croix Central District calendar, therefore; students have 172 teacher contact days.

### **Charter School Staff**

District Administrator	Tim Widiker	715-796-4500	<a href="mailto:twidiker@scc.k12.wi.us">twidiker@scc.k12.wi.us</a>
Virtual School Principal	Glenn Webb	715-796-4500	<a href="mailto:gwebb@scc.k12.wi.us">gwebb@scc.k12.wi.us</a>
Virtual Coordinator	Stephani Posta	715-210-5002	<a href="mailto:sposta@scc.k12.wi.us">sposta@scc.k12.wi.us</a>
Virtual Education Bookkeeper	Tammy Merth	715-796-4500	<a href="mailto:tmerth@scc.k12.wi.us">tmerth@scc.k12.wi.us</a>
Technology Administrator	Chad Konsela	715-781-8559	<a href="mailto:ckonsela@scc.k12.wi.us">ckonsela@scc.k12.wi.us</a>
Student Services Director	Pat Basche	715-796-4500	<a href="mailto:pbasche@scc.k12.wi.us">pbasche@scc.k12.wi.us</a>

### **Governance Council**

The council includes parents/guardians of students, community members, charter school staff, and the district administrator. The Council meets monthly to oversee the financial, educational, operational, and collaborative aspects of the school.

### **Acceptable Computer Use**

Students are responsible for their behaviors and are expected to comply with the Technology Acceptable Use Code of Conduct. Students will be asked to sign the district code during the enrollment process.

### **Curriculum**

An Individual Virtual Learning Plan that focuses on the needs of the individual student will be discussed with each student and parent. Curriculum may be supplemented to ensure courses are aligned with state and local standards and benchmarks.

Curriculum will be purchased from vendors such as: Wisconsin Virtual High School, K12, and other approved sites and companies. The curriculum will align with local, state, and/or national standards. Courses will be selected to meet the needs of each individual student. The cost of the purchased curriculum from required courses from various providers will be the responsibility of the Charter.

### **Support Services**

Existing support services such as school counselor, school nurse, English as a Second Language (ESL), special education, school psychologist, etc., will be available within district boundaries to all students participating in online instruction.

### **Student Eligibility in Summer Programming**

The Charter will determine the summer course offerings that meet students' needs. Students who meet eligibility criteria may be approved for summer coursework.

### **Student Responsibility for Online Courses**

Students are required to:

- Complete all given assignments, quizzes and tests (varies by the course)
- Communicate with the Local Education Guide or instructor at least once a week
- Stay on pace (5-7 hours of work per day)
- Schedule time each day to work on the course
- Read all information, view all resources, and be responsible for understanding the information.
- Work closely with the school counselor and Local Education Guide to plan appropriate course selection and to communicate needs.
- Notify the Local Education Guide when planning to be unavailable to work on coursework for any period of time **exceeding two school days**.

### **Course Progress/Attendance for Online Courses**

Being online does not mean that the student has to be online all the time to do the coursework. Assignments can be printed out, copied and pasted into a Microsoft Office, downloaded to Google or created in other apps. The document may be printed allowing the work to be completed on paper. It can then be submitted to the online instructor.

Attendance in online programming is performance based. It is measured not only by logging into the course(s) but by successful submission of completed coursework, participation in course activities such as threaded discussions, and communication with the online instructor.

The minimum attendance requirement is to successfully submit at least one appropriately completed assignment for each online course every calendar week, except designated vacation weeks. Any student not meeting that expectation will be contacted by their Local Education Guide for corrective action. Students that do not make adequate progress may be released from the Charter school and returned to their district of residence.

Whenever a pupil attending a virtual charter school (VCS) fails to respond appropriately to a school assignment or directive from instructional staff within 5 school days, the VCS must notify the pupil's parent/guardian. The third time in the same semester that a pupil fails to respond appropriately to a school assignment or directive from instructional staff within 5 school days, the VCS must also notify the nonresident district, the pupil's resident district and the Department of Public Instruction (DPI). After the third time, the nonresident district may terminate the pupil's open enrollment and transfer the pupil to the resident district.

Not meeting the minimum attendance requirement for any three weeks in a semester for any course (or combination of courses if enrolled in more than one courses) is considered Habitual Truancy and is therefore in violation of Wisconsin's Compulsory Attendance Statutes 118.15 (1) (a) that require a child attend school regularly until graduation from high school, or until the end of the semester in which he/she turns 18 years of age, or until he/she is excused from attendance by the school board. The student and parent/guardian may be subject to legal sanctions.

### **Add/Drop Online Courses**

Students will be allowed to add/drop any virtual class during the first 12 days of the course. Classes must be approved by the program coordinator, school counselor, and building principal. Exceptions will be considered due to extenuating circumstances.

### **Grade Advancement and Graduation**

Promotion of students in all grades will follow Board of Education policy for grade advancement and graduation. Students are required to earn a minimum of 20 credits in order to graduate from the St. Croix Valley Academy of Virtual Education.

### **School Activities**

Students enrolled in the Charter are eligible for St. Croix Central extra-curricular activities.

### **Discipline Procedures**

Violations to the Board of Education Policies, Student Handbook, or School Policies will be handled expeditiously. The St. Croix Valley Academy of Virtual Education has specific academic and behavioral criteria that must be followed.

Students who violate regulations will face consequences in accordance with student handbook, policies and procedures. Consequences could include removal from the St. Croix Valley Academy of Virtual Education.

### **Resources**

The District will provide the following:

- A viable curriculum that meets Wisconsin Standards
  - The curriculum may not reflect or contain elements that violate the Establishment Clause of the U.S. Constitution (Religious material)
- Technology in the form of a District provided computer if needed.
- All state required assessments will be given to all students as required or deemed necessary by the St. Croix Valley Academy of Virtual Education.
- Services of a Local Education Guide (LEG) for tutoring on a limited basis. All LEGs are Wisconsin certified teachers.
- Opportunities to participate in District programming such as assemblies, extra and co-curricular activities, and non-core classes

### **Internet Reimbursement Policy**

St. Croix Central students who take virtual classes on a full-time basis are eligible for Internet reimbursement. The St. Croix Central School District will reimburse a families internet provider up to \$30 per month up to 10 months per year for a maximum of \$300 annually. Students who withdraw during the school year will have their reimbursement amount prorated on a daily basis. Families are required to fill out an Internet Reimbursement form annually for payment in June. See form found on page 9.



### **Course Enrollment/Registration Procedure**

All placements of students in virtual education classes are contingent upon space. In order to be considered for enrollment for an online class, a student and parent must make sure the following are in place:

- Student and parent(s) must read and understand the online course requirements and policies to determine if the student will be successful in an online course.
- The school counselor and principal have reviewed the applications.
- The Local Education Guide and/or school counselor set up an orientation with the student, parent, and Local Education Guide.
- Enrollment contract is completed, signed and returned, along with other enrollment forms.
- An Individual Virtual Learning Plan will be developed with the student, parent, mentor/teacher, and/or school counselor.
- The Local Education Guide and /or school counselor initiates the enrollment process in the appropriate course(s) or informs the student about how to enroll in the course(s).

### **Grades:**

Assignments are graded just like the student is in a face-to-face course. Some assignments are graded automatically within the course, while the online instructor grades others. The student will receive comments from the teacher on completed assignments. If available, the student and/or parent, or the Local Education Guide will be able to check progress by accessing the online grade book. Following course completion, the Local Education Guide is responsible for turning in the grade report to the counseling center.

### **Grading:**

The following system will be used for the calculation of GPA for grades 9-12.

<b>Grade</b>	<b>Scale</b>	<b>Percentage</b>
A	4.000	93%
A-	3.667	90%
B+	3.333	87%
B	3.000	83%
B-	2.667	80%
C+	2.333	77%
C	2.000	73%
C-	1.667	70%
D+	1.333	67%
D	1.000	63%
D-	0.667	60%
F	0.000	59% or Below
P	0.000	Pass
N/A	0.000	In Progress

**Transfer Credits:**

Students wishing to transfer credits into the virtual charter school from home-based learning, another school district, or another virtual program should contact the Virtual Education Coordinator. Home-based credits go through a review process. To begin the process, students must provide documentation, which includes a copy of the DPI application for home-based education.

**Graduation Requirements                      20 Credits**

15.5 required core credits and a minimum of 4.5 elective credits

**Credit Distribution:**

English	4.0 Credits
Social Studies	3.0 Credits
Science	3.0 Credits
Math	3.0 Credits
Physical Education	1.5 Credits
Health	0.5 Credits
Careers/Social Skills/Personal Finance	0.5 Credits
Electives	4.5 Credits
Naturalization Exam	No Credit



# ST. CROIX CENTRAL

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## Virtual Education STUDENT/PARENT CONTRACT

### **Parent Agreement:**

The St. Croix Valley Academy of Virtual Education provides support for curriculum, supplies, and materials for its students. The program also provides limited tutoring services, curriculum selection support, technology and other services to our families. Parents agree to follow the guidelines set forth in the handbook. Please sign and date this contract and return it to the virtual coordinator.

### **No Sell Provision:**

No materials, equipment, or supplies acquired through the St. Croix Valley Academy of Virtual Education are to be sold to a third party. The Charter may use legal means to recover the *original value* of materials, equipment, or supplies should they be sold.

### **Technology:**

Access to the technology utilized during a virtual course imposes certain responsibilities and obligations. Appropriate use is ethical, honest, and legal. It demonstrates respect for physical and intellectual property, system security protocols, and individuals' rights to privacy as well as freedom from intimidation, harassment, and unwarranted annoyances. The *Technology Use Agreement* and *Network Use Agreement* must be on file before online courses or sites are provided.

### **Financial Liability:**

It is understood by the parent(s) or guardian(s) that by participating in this programming and accepting curricular or supplementary material, students must be enrolled from the time materials are ordered, through the third Friday in September (official count date). Should the student be withdrawn before the third Friday in September, the parent(s) or guardian(s) are responsible for repaying the District 100% of costs before the third Friday of September.



# ST. CROIX CENTRAL

## Virtual Education STUDENT/PARENT CONTRACT

By completing the form below, it is agreed that the conditions outlined in the Virtual Education Handbook will be followed.

**Parent/Guardian:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**City/State/Zip:** \_\_\_\_\_

**Work Phone:** \_\_\_\_\_ **Cell Phone:** \_\_\_\_\_

**Email:** \_\_\_\_\_ **Student Email:** \_\_\_\_\_

**Student Cell Phone:** \_\_\_\_\_

List the names, birthdates, ages, and grade level of the children participating in the program:

Name	Date of Birth	Age	Grade

**Please return to the virtual coordinator or any St. Croix Central school.**

## **SCC INTERNET REIMBURSEMENT**

St. Croix Central students who take virtual classes on a full-time basis are eligible for Internet reimbursement. The St. Croix Central School District will reimburse a families internet provider up to \$30 per month up to 10 months per year for a maximum of \$300 annually. Students who withdraw during the school year will have their reimbursement amount prorated on a daily basis. Families are required to fill out an Internet Reimbursement form annually for payment in June. **Form is due to the coordinator by no later than May 31<sup>st</sup> of the current school year.**

Internet Provider: \_\_\_\_\_

Provider Billing Address: \_\_\_\_\_

Provider Phone Number: \_\_\_\_\_

Account Number: \_\_\_\_\_

Parent Name: \_\_\_\_\_

Student Name/s: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

**\*Please attach the latest copy of your internet bill**

Mail this form along with the attached copy of your bill to:  
**Stephani Posta, St. Croix Central High School**  
**1751 Broadway St. Hammond, WI 54015**

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**To be filled out by coordinator:**

Enrollment Date: \_\_\_\_\_

Withdrawal Date: \_\_\_\_\_

Name of Coordinator: \_\_\_\_\_

Signature of Coordinator: \_\_\_\_\_

Date: \_\_\_\_\_