

CLEAR LAKE VIRTUAL SCHOOL HANDBOOK



School District of Clear Lake

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Overview

The Clear Lake Virtual School program was created and implemented to better serve the unmet needs of some of our students and move toward preparing all students for the 21st century skills they will be required to demonstrate in their futures. The School District of Clear Lake will be partnering with Wisconsin Virtual School and other approved online curriculum providers to provide viable course options for our students. Clear Lake's Virtual programming may enable us to provide virtual learning options for our students including:

- Relevant courses in flexible locations in an asynchronous environment
- High quality, interactive courses aligned to state and national standards
- Senior high school level curriculum
- Semester courses for credit deficient students, and others unable to successfully participate in a traditional setting
- A solution for schedule conflicts, home-based learners, home bound, adjudication, truancy, expulsions, teen parents, and other special needs
- Modified rates of learning to accommodate the student -traditional, accelerated or extended
- The experience of online learning in preparation for future training in post-secondary educational and work environments

Clear Lake Virtual School course goals and objectives will be available upon request. Students currently enrolled at CLHS full-time can enrich their course selection with courses not currently offered at CLHS. **Courses cannot supplant courses offered on-site.** Students in a full-time home-based learning environment have access to all available coursework. All courses are one and/or two semester courses, and students are given 5 months from the date of enrollment to complete each course for fall and spring terms. The number of concurrent courses, being completed at any one time, will be determined by the school district. Each student will work with district staff to develop a virtual education plan. All courses are taught by Wisconsin certified teachers.

What is Virtual Education

Virtual education or online learning is an instructional delivery method that is not dependent upon the student and teacher being in the same location. Courses are offered in an asynchronous environment via the internet. The courses offer a flexible pace, schedule, and location. Students work at their own pace with instruction and support from Wisconsin DPI certified staff. With trained and certified teachers, students receive one-on-one attention and communications on an ongoing basis throughout the course. Students get upfront attention from their online instructor and are supported by an assigned Local Education Guide (LEG). The average grade of students in WVS courses is 81%. Students rate both course content and their teachers as excellent.

When asked what they like most about WVS courses, the top three responses are: self-pacing, interesting and high quality courses and convenience.

Local Resident Advantages

Residents of the School District of Clear Lake and students have some advantages attending the Clear Lake Virtual School vs. other online programs. Living in the area of your virtual school allows for access to participation in extra-curricular and co-curricular activities, school events, and networking with a peer group. Additionally, students have the support of our technology department, school counseling staff, administration, and pupil services. Many students may also want to take courses on-site. Only Clear Lake residents are eligible for admission to the School District of Clear Lake's virtual program.

Local Education Guide

A Local Education Guide (LEG) will serve as the local facilitator for the student who takes a virtual course. This facilitator will act as a support system for the virtually educated student and as a liaison between the student and virtual course instructor when problems arise. The student will also have a virtual instructor who is responsible for monitoring student academic achievement. Students will be able to communicate with the virtual instructor regarding course content by phone or through email. Students can schedule real-time appointments with their online instructor. The student is required to meet with the LEG at the discretion of the local education guide (LEG). The LEG will remain in contact with the student and parents.

Student Commitment

Students must commit to completing any virtual course taken within the agreed time period, not to exceed five months. To be considered as a full time Clear Lake Virtual School enrollee, a student must commit to successfully complete at least one grade level per calendar year or to meet the best needs of the student as determined by the virtual learning team and the student's family. The LEG, in cooperation with the student, virtual teacher, parents and counselor, will determine if the student will be successful in the virtual course environment within the first 14 days of the course being started. This placement will be determined by the School District of Clear Lake. If a student drops or decides not to continue the virtual course within the 14-day limit noted above, courses can be dropped. Students who drop, fail to complete, discontinue, or fail virtual school courses may jeopardize their continued or future enrollment in virtual education opportunities. All required class assignments and assessments need to be completed and graded by the online instructor before the end of the semester according to the current Clear Lake district calendar. The student will also have a virtual instructor who is responsible for monitoring student academic achievement. Students will be able to communicate with the virtual instructor regarding course content by phone or through

email. Students can schedule real-time appointments with their online instructor. In the event of unsuccessful online course completion, the district will develop an exit plan designed to result in the successful completion of the academic year. This exit plan may include but is not limited to the following; students attending or re-entering a traditional classroom setting or students attending on a modified daily schedule. Students who fail to earn a passing grade will have to pay the full fiscal amount of the designated course.

Enrollment Procedures

Students must complete an application for virtual courses. Students who are new to the district must also complete student registration materials. Only district residents are eligible to complete virtual education programming. Students requesting full time virtual status will follow the following steps.

1. Schedule an information student/parent meeting with the district
2. Complete all application materials
3. Be approved by the district for virtual class
4. **Pay for the course at the time of approval.** The district will reimburse the student/family upon successful completion of the course once grade is received from the virtual school provider.

Student Selection

Students will be recommended or approved upon the following criteria:

High	Medium	Low
<ul style="list-style-type: none"> ● Accelerated Curriculum ● Students with educational needs not met within the curriculum ● Home school students ● Expelled students recommended by the Board of Education ● Failed Classes 	<ul style="list-style-type: none"> ● Homebound- refer to board policy ● Enrichment - Habitual Truants ● Remediation ● Other individually defined criteria 	<ul style="list-style-type: none"> ● Expelled students not recommended by the board of education

Special Needs

Students with special education considerations should direct questions to Mrs. Kate Koehler, Clear Lake School Counselor @ 715-263-2113 x 1103

Individualized Program Planning

Our instructional intent is to provide online opportunities for students in grades 7-12. Students will work with the school counselor to develop a yearlong plan that meets the board-established criteria for a full time student and leads to the completion of graduation requirements. If a home-based learner is participating on a part-time basis, parents must file an application for home-based learning with the Department of Public Instruction. Students may opt to take one course at a time or several courses over a longer period of time. It is typical for full time virtual education students to complete 4 courses at a time to comply with graduation requirements. Students can expect to spend just as many hours completing an online course as they would completing a course in a traditional setting. Minimally students should plan to spend 5-7 hours per week on each semester long course.

Assessments

Course assessment work is typically completed in the same environment used for course work. It may occasionally be necessary for students to be proctored during a testing period. Tests can be proctored remotely using webcam technologies, specially arranged by the LEG, or at a school district location (i.e. AP tests will be proctored at CLHS). Virtual school students are required to take all WI state assessments. All students in grades 7,8, 9, 10, and 11 fall into grades tested by the state of Wisconsin. Virtual education students will be tested at the Clear Lake School during the state testing window. Students enrolled in the School District of Clear Lake Virtual Program will abide by all policies set forth by Wisconsin Virtual School.

Transfer Credits

Students wishing to transfer credits into the virtual school program from home-based learning, another school district, or another virtual program should contact the Clear Lake High School Counseling Department. Home-based credits go through a review process with the Director of Teaching and Learning. To begin the process, students must provide documentation, which includes a copy of the DPI application for home-based education.

School Activities

Students will be allowed to participate in traditional school activities (co-curricular or extracurricular) in accordance with School Board Policy. In order to be eligible to participate in athletics or co-curricular activities, the student needs to maintain a D- or higher in all classes per the district's activities code. According to Wisconsin Virtual School policy, students must submit at least 1 assignment per week or be on pace to participate. District codes of conduct, dress, and athletic codes pertain to virtual students in the same manner as traditional school students.

Grading

All online grades will be based on a 4.0 pt. scale and monitored by the local education guide (LEG). Grades will be used to calculate GPA. Students who complete 6 credits or less within virtual education are able to count grades towards class rank.

The Following grading scale (percent) will be used: 100-93% = A 92-90% = A- 89-87% = B+ 86-83% = B 82-80% = B- 79-77% = C+ 76-73% = C 72-70% = C- 69-67% = D+ 66-63% = D 62-60% = D- 59-0% = F

Graduation Requirements

Students who attend Clear Lake Virtual school full time may opt to receive a diploma from Clear Lake High School. The District awards diplomas to recognize students who have met academic requirements of the District. In order to graduate from Clear Lake High School and receive a diploma, a student must satisfy the requirements set by the Clear Lake School Board. The policy requirements are grounded in the District's curriculum and state law requirements applicable to granting a diploma. The Clear Lake High School educational program is designed to be completed in four years or eight semesters. Early graduation may be granted in accordance with District procedures. Students who complete 6 or fewer credits within the virtual school are able to count grades toward class rank, valedictorian, and salutatorian. Students who complete four years of full time virtual education are not eligible for class rank or selection as class valedictorian or salutatorian.

Online Attendance

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 LEG for corrective action.

Not meeting the minimum attendance requirement for any 3 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.

Acceptable Computer Use

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

1. If providing your own equipment, technical support (if any) will be determined by the local school district.
2. If you are experiencing difficulties first use the help options within your course. Then ask your online teacher. If the problem is still not solved contact your Local Education Guide. This person will then help find the appropriate support.
3. You cannot install hardware or software onto our district equipment.
4. If materials for science projects are needed, the student will need to set up an appointment with the LEG to complete the experiment or project at school, or the student may provide independently.
5. If other supplies are needed it is the student's responsibility to notify the LEG of the request.

Keys to Success In Virtual Courses

Students who are able to demonstrate the following may be more successful at virtual coursework:

- Schedule time each day to work on the course
- Read all information, view all resources, and be responsible for understanding the information.
- Communicate regularly with the online teacher and local education guide.
- Work closely with a guidance counselor and LEG to plan appropriate course selection and to communicate needs.
- Notify the LEG when planning to be out of town for any period exceeding 2 school days.



CLEAR LAKE SCHOOLS VIRTUAL LEARNING APPLICATION

Complete this application to be considered for the Virtual Learning Program.

	Fill in your answers below:
Student Last Name:	
Student First Name:	
Birth Date:	
Grade:	
Home Phone:	
Cell Phone:	
School Email:	
Parent(s) or Guardian Name(s):	
Parent/Guardian Phone Number:	
Parent / Guardian Email Address	

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	If completing digitally highlight the correct answer(s). If on paper circle the correct answer.
Do you have computer access outside of school?	Yes No
Do you have reliable internet access outside of school?	Yes No
Have you taken a virtual course before?	Yes No
Can you guarantee 5-10 hours per week for each virtual course?	Yes No
What is/are your reason(s) for taking virtual courses? (Choose all that apply)	<ul style="list-style-type: none"> ● Making up credits ● Course not available locally ● Schedule conflict ● Grad requirement ● Homebound ● Personal Enrichment ● Excluded from attendance at other local high school ● Other (provide details)

Virtual Course(s) Requested	Hour/Time in Schedule	Reason for the Request
Requested Start Date:		
Semester ? (choose)	Semester 1	Semester 2
**Note: Registrations are only made for the current semester. Applications must be completed for each semester requested		

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SIGNATURE PAGE

I have read and understand the Clear Lake Virtual Education Handbook and agree to abide by these expectations. Failure to do so may result in investigation and consequences, up to and including being terminated from this and all future online courses. **By signing this document, I agree to pay in full for this course.** I acknowledge the Clear Lake School District will reimburse in full upon verification of successful course completion. For the purpose of this contract, successful course completion is demonstrated through a grade report provided by the virtual education source. (“successful” completion of coursework with a 70% or better).

Student Signature	
Date:	
Parent/Guardian Signature:	
Date:	

*FOR OFFICE USE ONLY		___ Approved	___ Denied
Number of Courses Requested: _____		___ Part Time	___ Full Time
Academic Level:	__ Elementary	__ Jr. High	__ High School
Pace of Study:	__ Traditional	__ Accelerated	__ Extended
Date Fee Paid			
Student User Name:			
Password:			
Date Entered:			