



**Menomonie 6-12 Virtual School Handbook
2023-2024 School Year**



School District of the Menomonie Area

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Welcome to the Menomonie Virtual School Program!

“Virtual education is an innovative reality in the 21st century and an effective educational strategy for some students,” said former Wisconsin Department of Public Instruction State Superintendent Elizabeth Burmaster.



Overview

The Menomonie Virtual School program was created and implemented for the 2010-2011 school year. The program was developed 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 Menomonie will be partnering with the Wisconsin Digital Learning Collaborative, the Department of Public Instruction designated public virtual program, to provide viable course options for our students. Menomonie’s Virtual programming will 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
- ✓ Middle school and high school level curriculum
- ✓ Over 230 different semester course options
- ✓ AP courses and electives not already offered at Menomonie High School
- ✓ Credit recovery courses for credit deficient students
- ✓ A solution for home-based learners, homebound, adjudication, expulsions, teen parents, and other special needs
- ✓ The experience of online learning in preparation for future training in post-secondary educational and work environments

Menomonie Virtual courses are aligned to national and state standards. Course goals and objectives will be available upon request. Students currently enrolled in our district can enrich their course selection.

All courses are taught by Wisconsin DPI certified teachers. A full course list can be found at www.wisconsinvirtualschool.org



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 schedule and location. With trained and certified teachers, students get 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 virtual school coach. Students rate both course content and their teachers as excellent.

Local Resident Advantages

Living in the area of your virtual school allows for access to participation in extracurricular 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 student services.

Virtual School Coach

A virtual school coach 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. The coach also communicates with building administration and school counselors to share student progress and attendance data. The online teachers provide the academic feedback and grades. Students will be able to communicate with the virtual teacher regarding course content. The virtual coach will encourage the student to be successful in this learning environment and check with the student to ensure progress is being made in his/her virtual class work. The virtual coach will remain in contact with the student and parents.

Eligibility & Enrollment Procedures

Students must complete an application for virtual programming by enrollment deadlines. Application deadlines for enrolling in Fall, Spring, and Summer terms are posted on the district website under Virtual School. The Virtual School application needs to be completed each semester. If the application for virtual programming is approved, students and parents will receive a confirmation email with scheduling information. Students who are new to the district must also complete student registration materials. Students from school districts outside of Menomonie must have approved open enrollment agreements. Open enrollment laws require students to attend a program located in the nonresident district. Therefore, open enrolled students must physically attend school in Menomonie even if they are taking online coursework.

To remain eligible for virtual classes, students must meet participation requirements. Failure to meet the participation guidelines defined in the handbook can lead to students being withdrawn from the virtual school program and ineligible for re-enrollment for a minimum of one academic semester.

Full-Time Online Scheduling Requirements

High School students who choose to take all virtual courses must take *at least* 6 classes (3 credits) each semester. Courses required for graduation will be automatically scheduled based on grade level and students will be able to select elective classes to fill their remaining scheduling needs.

Middle School students who choose to take all virtual classes must take the grade level equivalent for English, science, social studies, math, and physical education. Sixth grade students are required to take Exploring Music to meet Wisconsin DPI requirements. All middle school students are able to take up to 6 classes each semester.

Blended Online & Face-to-Face Scheduling

Students taking core classes online are eligible to take up to 2 classes or 1 credit face-to-face each semester for an overall blended total of 6 classes or 3 credits. Face-to-face courses cannot supplant courses offered online unless administratively approved.



Students currently enrolled face-to-face in the School District of the Menomonie Area full-time can enrich their course selection with up to 2 courses or 1 credit per semester for an overall blended total of 7 classes or 3.5 credits. Online courses cannot supplant courses offered on-site unless administratively approved.

Students who choose a blended schedule of online and face-to-face courses at either Menomonie Middle School or Menomonie High School will be responsible for their own transportation for any course requiring transportation other than the regularly scheduled resident district transportation.

Eligibility for Students in a Home-Based (Homeschooling) Program

Students participating in a homeschooling program have access to any online courses and are eligible to enroll in up to 2 classes or 1 credit each semester. 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.



Student Commitment

Students must commit to completing any virtual course taken within the established virtual course term, which may differ from the School District of the Menomonie Area terms. Students should expect to spend just as many hours completing an online course as they would completing a course in a face-to-face setting. Minimally students should plan to spend 2.5 hours per week on each semester-long course. The School District of the Menomonie Area virtual school coordinator, in cooperation with the student, virtual teacher, parents, school counselor and coach, 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 Menomonie. If a student drops or decides not to continue the virtual course within the 14-day limit noted above, courses can be dropped without penalty. Students who drop, fail to complete, discontinue, or fail virtual school courses jeopardize their continued enrollment in virtual education opportunities. Students considering full-time virtual enrollments are encouraged to transition gradually by planning a blended schedule of online and face-to-face classes. 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. Students who fail to successfully meet academic expectations for online programming may not be allowed full-time online status for the next academic semester. A meeting with school counselors and SDMA Virtual Coordinator will be held to develop a plan for academic success.

Prerequisites

Prerequisite coursework must be completed before starting the next course online or traditionally. Prerequisites are determined by WVS and/or the MHS course registration handbook.

Appeal Process

If an application or course request is denied, the student may appeal the decision by contacting the district administrator, Joe Zydowsky, at 715-232-1642, extension 11111.

Special Needs

Students with special education considerations should direct questions to Tonia Kowieski, Director of Student Services at 715-232-1642, extension 10130.

Assessments

Course assessment work is typically completed in the same environment used for course work; however, final exams (potentially mid-term exams) for High School students need to be proctored by the assigned virtual school coach in-person at the High School building. **Students need to schedule their exam time with the virtual school coach at least 2 school days in advance. All coursework must be complete before taking final exams.** The 2-day notification for finals and password protected exams is needed to ensure that the virtual coach has time to receive the instructor's current password. Students enrolled in AP classes may register to take AP exams at

MHS by talking to their school counselor.

All virtual school students in grades 6 through 11 fall into grades tested by the State of Wisconsin and are required to take state assessments as scheduled.

Any student graduating from a Wisconsin high school is required to take the civics test comprised of 100 questions that are identical to the 100 questions that may be asked of an individual during the process of applying for U.S. citizenship by the United States Citizenship and Immigration Services and the pupil correctly answers at least 60 of those questions. (Wis. Stat. sec. 118.33(1m)(a)1, Section 3266R). The WVS Civics class uses a citizenship test as the course final which also meets the state requirement for graduation.

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 Menomonie High School Counseling Department. Home-based credits go through a review process with the Director of Instruction. To begin the process, students must provide documentation, which includes a copy of the DPI application for home-based education.

Middle School Coursework for High School Credit

Middle School students who are planning to take coursework for High School credit should refer to Rule 345.6 Procedures for Awarding HS Credit for MS Course. Questions regarding this procedure may be directed to Brian Seguin, Assistant Superintendent of Instruction, at 715-232-1642, extension 10125.

Transcripted Credits

Wisconsin Virtual School (WVS) occasionally offers high school courses for transcripted credit. Students are responsible for completing and filing paperwork to enroll and receive college or university credit. Upon successful completion of these courses, grades can be posted to a college or university transcript and tabulated in the student's GPA. Students earn college or university credit and high school credit simultaneously. It is the student's responsibility to know which colleges or universities accept which high school courses.

NCAA Course Approved Courses

Students seeking NCAA eligibility should make sure to select that option on their applications. Many, but not all, online courses available are NCAA approved.

Co-Curricular School Activities & Athletics

Students enrolled in the Menomonie Virtual School program may participate in all co-curricular and extra-curricular opportunities. Participation in activities can be an enriching and healthful experience in which physical, mental, and social growth shall be stimulated through interscholastic competition. Students are encouraged to participate in school activities. Some examples include sports, FFA, FBLA, NHS, FCCLA, HOSA, Forensics, Drama, Academic

Decathlon, Student Council, Science Olympiad, Skills USA, etc.

In order to participate in any interscholastic competition, a student must meet all eligibility rules of both the Wisconsin Interscholastic Athletic Association (WIAA) and our school. View the Athletic Handbook online at <http://mhs.sdmaonline.com/activities/athletics>.

Additional information is available by contacting the office of the Activities Director at 715-232-2600.

Grading

Virtual course end dates are scheduled to correspond as closely as possible to the School District of Menomonie terms for the purpose of calculating GPAs and class ranks. All online grades will be based on a 4.0 point scale and monitored by the virtual school coach.

Calculation of High School Grade Point Averages

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

A = 4.0 A- = 3.67 B+ = 3.33 B = 3.0 B- = 2.67 C+ = 2.33
C = 2.0 C- = 1.67 D+ = 1.33 D = 1.0 D- = 0.67 F/WF/I = 0.0

Calculation of Middle School Grades

Middle School Grading:

90%-100% = **A**: Outstanding achievement of grade level standards.

80%-89% = **B**: Above average achievement of grade level standards.

70%-79% = **C**: Average achievement of grade level standards.

60%-69% = **D**: Below average achievement of grade level standards.

59% and below = **F**: Unsatisfactory achievement or no achievement of grade level standards.

Graduation Requirements

Students who enroll in virtual school courses receive a diploma from Menomonie High School. The District awards diplomas to recognize students who have met certain academic requirements of the District.

In order to graduate from Menomonie High School and receive a diploma, a student must satisfy the requirements set out in this policy.

The policy requirements are grounded in the District's curriculum and state law requirements applicable to granting a diploma. The

Menomonie 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.



Graduates from Menomonie High School shall complete a minimum of 25 credits to meet the

graduation requirement. Included in the minimum course graduation requirement is the successful completion of 15.5 required credits, as follows:

- A. One and one half credits in physical education, which incorporate instruction in the effects of exercise on the human body, health-related physical fitness, and activities for lifetime use. These credits must be earned over three separate school years.
- B. Four credits of English which incorporate instruction in written communication and oral communication, grammar, usage, and literature.
- C. Three credits of social studies which incorporate instruction in state and local governments. This includes the following required courses: Introduction to Social Studies, Civics, Global Issues, and Economics.
- D. One credit during the freshman and sophomore years and one additional credit before graduation in mathematics, which incorporate instruction in the properties, processes and symbols of arithmetic and elements of algebra, geometry and statistics.
- E. Three credits of science, which incorporate instruction in the biological sciences and physical sciences.
- F. .5 credit in health education, which incorporates instruction in personal, family, community and environmental health.
- G. .5 credit in Personal Financial Literacy

Graduation requirements shall be modified by the high school principal upon recommendations of the individual education program (IEP) team for students with exceptional educational needs. When virtual courses do not directly align with the required HS courses, an equivalent course will be determined under the direction of the Assistant Superintendent of Instruction.

Online Attendance Expectations

In order to meet attendance expectations, a student must:

- Spend a minimum average of **30 active minutes per day per course** and complete and submit course assignments as indicated on each course pacing chart in accordance with due dates. Attendance in online programming is based on performance, as well as participation. It is measured not only by logging into the course(s), but also by successful submission of completed work, participation in activities such as threaded discussions, and communication with the online instructor.
- Communicate with the virtual school coach and/or online instructor via phone or email if there are questions related to the course or attendance.
- Check district email at least once daily and respond to any teacher or staff inquiries within 24 hours.
- Adhere to the School District of the Menomonie Area calendar for attendance days; however, students may choose to work on non-instructional days or swap vacation days during the semester (ie. holidays and spring break) as long as they are on-pace and passing all courses. Students who swap vacation days must consult with their teachers and the virtual school coach to ensure that no deadlines are missed and absences are excused.
- Contact the virtual school coach if you will be unable to log in due to an illness or medical condition.

Failure to Participate

Students are required to participate in the virtual learning environment. Failure to participate results in the transfer back to face-to-face instruction. Lack of participation is identified as the following:

- **Truancy:** Unexcused absence is failure to login for any 5 days and/or falling 10 or more assignments behind in a semester for any course/s and 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. Unexcused absences and truancy issues can easily be avoided by logging in every day.
- **No/Low Communication:** Student and/or guardian is not reading or responding to email messages, phone call attempts or other types of communication
- **No/Low Academic Integrity:** Student is plagiarizing, not completing all parts of an assignment (lessons, practice, reading, etc.), and/or student is rushing through assignments with the goal of completion only--not academic growth.
- **No/Low Login Activity:** Student is not logging into course/s and completing assignments or may be logging in but not completing coursework

Notifications will be sent to students and guardians if attendance and participation requirements are not being met. In cases of unexcused absences, the truancy process will also be followed per state statute 118.16.

- **First Notification:**
 - The first failure to participate notification is emailed to the student and guardian after 5 school days of unexcused absences and/or if there are issues with communication, academic integrity, or assignment completion.
- **Second Notification:**
 - The second failure to participate notification is emailed to the student and guardian after 10 school days of unexcused absences and/or if there are continuing issues with communication, academic integrity, or assignment completion.
- **Third Notification / Withdrawal:**
 - A notice of withdrawal is sent to the family and the student will be moved back to face-to-face instruction after 15 school days of unexcused absences and/or if there are continuing issues with communication, academic integrity, or assignment completion.

Students who do not meet the participation and attendance guidelines will be withdrawn from the virtual school program and return to face-to-face instruction. Students withdrawn for failing to participate will be ineligible for re-enrollment in virtual school programming for a minimum of one academic semester. A meeting with school counselors and SDMA Virtual coordinator will be held to develop a plan for academic success.

Acceptable Computer Use

Students are responsible for their behaviors and are expected to comply with the School District of Menomonie Area's board policies.

Student Responsibilities for Success

- ✓ 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 virtual school coach
- ✓ Work closely with a school counselor and virtual school coordinator to plan appropriate course selection and to communicate needs
- ✓ Notify the virtual school coach when planning to be out of town for any period exceeding 2 school days
- ✓ Complete assignments in the order they are assigned
- ✓ Follow the prescribed pacing to complete the course on time

Parent Responsibilities for Student Success

- ✓ Parents must establish an environment conducive to a student's learning
- ✓ Parents maintain the technology required for students to access their courses
- ✓ Parents must ensure that students log in to courses, so attendance requirements are met
- ✓ Parents accept that if students are not meeting attendance or progress requirements that the district may mandate that the student return to school face-to-face.
- ✓ Parents must be aware that students are expected to follow the district's attendance policy and attend (complete) their virtual courses regularly. Menomonie School District verifies attendance through the minutes of activity and assignments completed logged in the online course platform. A student's failure to sign in to his or her learning account daily and/or demonstrate academic progress may have a negative impact on their overall academic success.