



Menomonie K-5 Virtual School Handbook 2022-2023 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

For the 2022-2023 school year, SDMA will be partnering with the Wisconsin Virtual School. 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.

Full time online elementary students will be enrolled in the following courses: Language Arts, Math, Science, and Social Studies. New to the 2022-2023 school year, enrolled students will also be receiving music education embedded throughout the core curriculum. Also for 2022-2023, students will not be offered a virtual option for Physical Education and Art; these courses will be scheduled at the students’ home building in-person. Classes are taught by licensed Wisconsin Virtual School teachers using an approved curriculum.

Menomonie Virtual School courses are aligned to national and state standards. Resident students currently enrolled in our district can enroll in the virtual program.

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.

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.

Eligibility & Enrollment Procedures

Students must complete an application for virtual programming. 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. 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.

In order 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.

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. To be considered as a full-time Menomonie 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 School District of the Menomonie Area online teacher, in cooperation with the student, and parents 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. Students who drop, fail to complete, discontinue, or fail virtual school courses may jeopardize their continued enrollment in virtual education opportunities. 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.

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.

Commitment

All courses are 1-2 semester courses, and students are given from the date of enrollment to the district defined end date to complete each course.

Students can expect to spend just as many hours completing an online course as they would completing a course in a traditional setting.

Elementary students are enrolled in Language Arts, Math, Science, and Social Studies. Students should plan to spend 3-5 hours per core class per week. Each core course has 2-4 assignments due weekly.

State Required Assessments

Virtual school students are required to take any required state assessments. All students in grades K through 5 fall into grades tested by the State of Wisconsin. The following required state assessments will be administered to virtual education students: Grades K-2: Assessment of Reading Readiness. Grades 3-5: WI Forward Exam or alternate. Virtual education students in grades K-2 will take the Assessment of Reading Readiness from home on their SDMA issued device. Virtual education students in grades 3-5 will take the WI Forward Exam or alternate at one of the district elementary schools during the state testing windows.

Grading

Grading periods for virtual courses will be based on semesters. (Semester I and Semester II). Students will receive progress grades (SDMA report cards) in alignment with the K-5 Trimester schedule. Students enrolled in the virtual course will have semester grades reported on the Trimester II and Trimester III report card.

Calculation of Elementary School Grades

The following system will be used for converting percentage grades to the K-5 scale.

100 = 4.0 95 to 99.9 = 3.5 90 to 94.9 = 3.0 80 to 89.9 = 2.5 70 to 79.9 = 2.0
65 to 69.9 = 1.5 60 to 64.9 = 1.0 55 to 59.9 = 0.5 0 to 54.9 = LE

Online Attendance

In order to be in full attendance for online coursework, a student must:

- Spend a minimum average of 30 active minutes per day per core class 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 classes, but also by successful submission of completed work, participation in activities, and communication with the online instructor.
- Communicate with the online teacher via the course platform, phone or email on a regular basis.
- 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 to ensure that no deadlines are missed.
- Contact the teacher if you will be unable to log in due to 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
- ✓Work closely with your online teacher and communicate needs
- ✓Notify your teacher when planning to be offline 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 help maintain the technology required for students to access their courses and help students navigate the course content
- ✓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 and/or traditional coursework.
- ✓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.