

WAVE

Wausau Area Virtual Education

Empowering 21st Century Learners – Anytime . . . Anywhere

2017-2018 Parent / Student Handbook

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Welcome to the Wausau Area Virtual Education Program

Overview

The Wausau School District is dedicated to offering students and families a variety of pathways and learning options to achieve our District mission *to Advance Student Learning, Achievement, and Success*. The Wausau Area Virtual Education (WAVE) program has been developed to provide opportunities for students to choose their time and place of learning, determine the pace at which they approach their subjects, and provide them with the necessary tools to be successful in their skill development

The Wausau Area Virtual Education program enables the Wausau School District to provide online learning options for our students including:

- Relevant courses in flexible locations using an accommodating time schedule
- High quality, interactive courses aligned to state and national standards
- Middle school and high school level curriculum
- More than 70 different course options
- Semester courses for credit deficient students and others unable to successfully participate in a traditional setting
- Advanced Placement (AP) courses not already offered with the Wausau School District
- A solution for schedule conflicts, homebound, home based learners, adjudication, truancy, pre-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 education

The Wausau Area Virtual Education program is in partnership with Wisconsin Virtual School and the Wisconsin Department of Public Instruction. All courses are aligned to national and state standards. Course goals and objectives are available upon request. Students currently enrolled at the Wausau School District Middle and High Schools full-time can enrich their course selection with courses not currently offered at the Wausau School District Middle and High Schools. 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 1 or 2 semester courses. All courses are taught by Wisconsin certified teachers.

What is Online Education?

Online learning is an instructional delivery method that is not dependent upon the student and teacher being in the same location. Sometimes called an asynchronous environment it is offered 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 that may or may not be Wausau School District teachers. 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 receive support from an assigned Local Education Guide (LEG) from the Wausau School District.

Local Resident Advantages

Residents of the Wausau School District have some advantages attending the WAVE program versus other online programs. Living in the area of your online 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 pupil services. Students have the option to take elective courses on site at the high school.

Local Education Guide and Online Instructor

A Local Education Guide (LEG) will serve as the local facilitator for the student taking an online course. This facilitator will act as a support system for the online student and as a liaison between the student and online course instructor when problems arise. The student will also have an online instructor who is responsible for monitoring student academic achievement. Students will be able to communicate with the on-line instructor regarding course content by phone or through e-mail. Students can schedule real-time appointments with their online instructor.

Student Commitment

Students must commit to completing any online course taken within the agreed time period. To be considered as a full time WAVE program enrollee, a student must commit to successfully complete at least one grade level per calendar year (5.5 to 6 credits) or to meet the best needs of the student as determined by the online learning team and the student's family. The LEG, in cooperation with the student, online teacher, and parents, will determine if the student will be successful in the online course environment within the first 14 days of the course being started. This placement will be determined by the Wausau School District. If a student drops or decides not to continue the online course within the 14-day limit noted above, courses can be dropped and no academic or monetary penalty will exist. After the initial 14-day period, if a student who drops, fail to complete, discontinues, or fails an online course(s), it will be reflected on their permanent transcript and the parents will be responsible for repaying the Wausau School District the cost of the course(s). It may jeopardize their continued

enrollment in online courses through WAVE, and may necessitate a different educational option for the student. In this case, the District will help the student and parents develop an exit plan from the program.

Parent Engagement

WAVE strongly supports the role of the parent in the educational process of the students. In any online setting, the commitment of the parents to the educational process directly enhances the learning success of the student. Parents are a critical part of the support of their child as an online learner.

Parent participation in the learning process should include:

- Maintaining regular communication with the LEG, and if needed, the teacher.
- Ensuring your child is spending adequate time on the courses and is progressing each day through the prescribed instructional activities.
- Encouraging your child to ask questions of the teacher whenever necessary.
- Following the procedures required for state and course assessments.

Enrollment Procedures

Students must complete an application for the Wausau Area Virtual Education program. Students who are new to the district must also complete student registration materials. A face-to-face meeting will take place between the student/parent and school principal to determine if online education appears to be a good fit for the student educationally. One aspect that will be reviewed includes current grades. This is an important indicator of the student's future potential progress. The student and parent will be asked to sign an initial three-week trial agreement. This trial is to ensure the student is able to meet the rigors of online learning and is able to put in the required time and effort necessary to complete all assignments. If at the end of the three-week trial the student has met the expectations of the three-week trial agreement, the student will be considered fully enrolled.

Secondary Enrollment Options (Grades 6-12):

- Resident of the Wausau School District – student participates full time in the WAVE program. Student takes all classes online. Student is eligible to participate in athletic and co-curricular activities.

The district has the right to limit the number of students participating in WAVE programming as determined by budgetary parameters.

Special Circumstances

Students with special education needs should contact the Director of Special Education, Tammy Nyen, at 715-261-0532.

Individualized Program Planning

In order to provide high quality, standards-based curriculum, courses will be provided through the Wisconsin Virtual School. All courses are aligned to national and state standards. Course goals and objectives are available upon request. Students will work with WAVE personnel to develop a yearlong plan that meets Wausau School District Board of Education 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 can expect to spend just as many hours completing an online course as they would complete a course in a traditional setting. Students should plan to spend 6-7 hours per day working on their online courses in order to complete 5.5 to 6 credits per year.

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 (i.e. AP tests will be proctored at a Wausau School District site on a set date). WAVE students are required to take all state mandated assessments appropriate to their grade including the Badger Exam: 3-8, WKCE, ACT Aspire Early High School Assessment, ACT plus Writing, and ACT WorkKeys. WAVE students will be tested at either a Wausau School District Middle School or Wausau School District High School during the state testing window. Please contact your LEG or WAVE personnel for exact testing dates.

On-Site Courses

Full-time WAVE students who choose to take a face-to face course at either a Wausau School District Middle School or High School will be responsible for their own transportation for any course requiring transportation other than the regularly scheduled resident district transportation. Students are eligible to take any face-to-face course(s) open to their grade level. All prerequisite procedures apply. Students are responsible for all course requirements, attendance policies, and school rules or procedures.

Transfer Credits

Students wishing to transfer credits into the WAVE program from home-based learning should contact the WAVE administrator. Home-based credits will be reviewed by the Education Department and Pupil Services Department to determine applicability. To begin the process, students must provide course work documentation including a copy of the DPI application for home-based education.

Wisconsin Interscholastic Athletic Association (WIAA)

Students must be enrolled in the district as a full time student to be eligible for WIAA athletic participation. Students will be required to check with the athletic director of their high school of residence regarding their eligibility for WIAA participation.

Co-Curricular School Activities

Students enrolled in the WAVE program may participate in all co-curricular and extra-curricular opportunities offered in the District. We are proud to offer a wide variety of extracurricular activities. Our programs are seen as an extension of the classroom. Our desire is that activities can be an enriching and healthful experience in which physical, mental, and social growth is stimulated through academic, athletic, and social organizations. We encourage student participation in these activities.

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 Grade Point Averages (GPA) and class rank. The following system will be used for calculation of GPAs for grades 6-12:

A = 4.0

B = 3.0

C = 2.0

D = 1.0

F = 0.0

The percentage necessary for each grade is:

A = 90-100%

B = 80-89%

C = 70-79%

D = 60-69%

F = 59% and below

Academic Integrity Policy

Wausau Area Virtual Education (WAVE) regards academic honesty as a cornerstone of its educational mission. It is expected that all schoolwork submitted for the purpose of meeting course requirements will represent the original efforts of the individual student. This includes, but is not limited to: test taking, homework, class assignments, and the original creation of essays, compositions, poetry, term papers and research.

All work submitted by a student should be a true reflection of that person's effort and ability. If this is not the case, then the student has demonstrated unacceptable academic behavior and will be subject to disciplinary action. Administrators, teachers, students and families are all important contributors to the upholding of academic integrity in the school learning community.

Plagiarism is defined as copying/stealing and passing off as one's own the ideas or words of another, using someone else's created production without crediting the source, or committing literary theft. Examples include the following....

- Turning in a paper retrieved from an Internet source as one's own
- Using another student's work in whole or part and handing it in as one's own
- Using information from an encyclopedia, book, textbook, web site, database, etc., without citing the source
- Using another person's idea, opinion, or theory without citing the source
- Using facts, statistics, graphs, drawings, pictures, sounds or other pieces of information which you found from any source that is not common knowledge, without citing the source
- Using quotations of another person's actual spoken or written word without citing the source
- Paraphrasing (putting into your own words) another person's unique ideas, spoken or written, without citing the source
- Using online translators for global language assignments and assessments

As the Internet becomes increasingly more accessible and sophisticated, the incidents of plagiarism in submitted student papers and projects have increased. Many institutions of higher education (post-high school) penalize plagiarism with student expulsion. Therefore, in the interest of the student's future education, as well as the school's part in the personal development of students, WAVE will follow the policy on plagiarism as outlined below:

A first plagiarism offense will result in:

The teacher will provide written documentation of the plagiarism and will:

- Discuss the plagiarism issue with the student
- Contact the school principal to make him/her aware of the situation
- Contact the parents to inform them of the plagiarism issue
- the student may be allowed to redo the assignment according to teacher specifications. The student's grade on the redone assignment will be no higher than a "70%." Failure to rewrite the assignment will result in a "0" for that assignment.

A second plagiarism offense may result in a “0” for the course. The teacher, parents, and student in consultation with the principal will consider the consequences necessary for the plagiarism offense.

High School Graduation Requirements

Students who attend WAVE program will have the opportunity to receive a Wausau School District diploma. The District awards diplomas to students who have met academic requirements of the District as prescribed by Wausau School District Diploma and Equivalency Certificate Requirements - Policy 5515. In order to graduate with a Wausau School District 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.

A student must earn 23 credits (including required subjects outlined by the respective high school) and be in attendance as a full-time student at that school for a minimum of one semester. These credits must be earned in high school grades (9-12). [Wisconsin Statute 118.33(1)(a)(1)].

GRADUATION REQUIREMENTS:

English	4.0 credits
Math	3.0 credits
Science	3.0 credits
Social Studies	3.5 credits
Physical Education	1.5 credits
Health	0.5 credits
Electives	7.5 credits
TOTAL	23.0 credits

* As part of graduation requirements, all students must satisfy a financial literacy requirement.

Online Attendance Requirements

Students in the WAVE program must meet attendance requirements. Attendance in online programming is performance-based and 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 coursework to pace for each online course. This means logging in on a daily basis to complete work and submit required assignments for all courses. A full-time online student should be logged in and working for an average of 180 minutes per day on school days. **Because attendance is measured by logging in and completing work, a period of inactivity (not logging in to work, no assignment submission) for 5 school days will be viewed as truancy.** The student and parent(s) will be contacted and a face-to-face meeting will be scheduled with

the student, parent, and principal to discuss options. The student may be dropped from the WAVE program and required to return to their home school of residence.

Acceptable Computer Use

Students are responsible for their behaviors and are expected to comply with Wausau School District Acceptable Use of Technology and Internet Safety – [Policy 6500](#). Every parent and student will be asked to sign a form acknowledging their willingness to abide by this policy during the enrollment process.

Student Readiness and Commitment

Students choosing to participate in courses through WAVE need to examine their personal skills and aptitudes for taking a class online. The following attributes will greatly contribute to a student's success:

1. **Self-motivation** - Students must be able to direct their own learning environment, fulfill course requirements, and achieve individual academic success.
2. **Independent learner** - The online environment enables students to learn at their own pace, traditional, extended, or accelerated -- relieving the stress of feeling rushed or pressured and providing enjoyment in the learning process.
3. **Computer literate** - Although it is not necessary to have advanced computer skills, students should possess a working knowledge of e-mail, the Internet, and basic keyboarding and word processing skills.
4. **Time management** - Students must be able to organize and plan their own best "time to learn." There is no one best time for everyone, but the key to learning is to commit the time to learn.
5. **Effective written communication skills** - Students must use electronic e-mail to communicate with their peers as well as the instructors. The ability to write clearly in order to communicate ideas and assignments is very important to student success as well as a means to inform instructors of any concerns or problems.
6. **Personal commitment** - Since there are no bells that begin and end classes, students must have a strong desire to learn and achieve knowledge and skills via online courses. Making a commitment to learn in this manner is a very personal decision and requires a strong commitment to participate in order to achieve academic success.

Keys To Success In Online Courses

Students who are able to demonstrate the following discipline may be more successful at online 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 WAVE personnel 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.