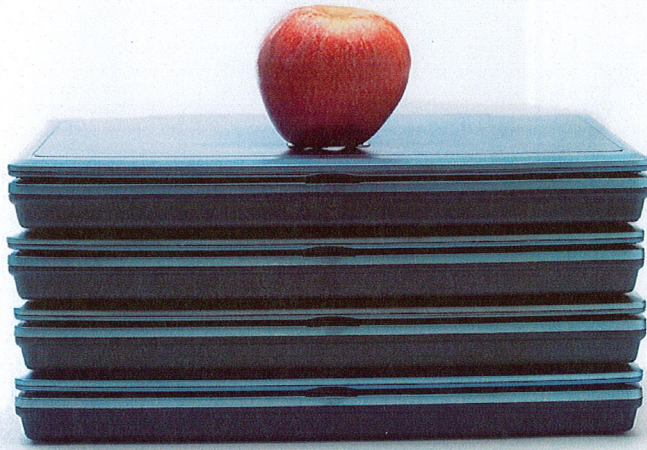


# Virtual Learning Program



A TECHNOLOGY-BASED LEARNING TOOL PROVIDED BY THE

**Fond du Lac School District**

---

## Parent/Student Handbook

---



920.906.6569 • 72 WEST NINTH STREET • FOND DU LAC, WI 54935

[WWW.FONDDULAC.K12.WI.US](http://WWW.FONDDULAC.K12.WI.US)

## TABLE OF CONTENTS

Overview .....	1
What is Virtual Education? .....	1
Local Resident Advantages.....	2
Local Education Guide (LEG) .....	2
Student Commitment.....	2
Keys to Success in Virtual Courses.....	3
Enrollment Procedures .....	3
Computer Requirements .....	3
Acceptable Computer Use .....	3
Special Needs.....	3
Individualized Program Planning .....	3
Online Attendance .....	4
Assessments.....	4
On-Site Courses .....	5
Transfer Credits.....	5
Wisconsin Interscholastic Athletic Association (WIAA) .....	5
Extra- and Co-Curricular School Activities.....	5
Wisconsin Academic Excellence Scholarship .....	5
Grading .....	6
Graduation Requirements.....	6
StudentEdge .....	7
Contact Information .....	7
Appendix A – 2015-16 Wisconsin Virtual School Course List.....	8



# WELCOME to the Fond du Lac School District Virtual Learning Program



## OVERVIEW

The Fond du Lac School District Virtual Learning Program was created and implemented at the beginning of the 2011-12 school year. This program was developed to better serve the unmet needs of some of our students and move toward preparing ALL students for the 21<sup>st</sup> century skills they will be required to demonstrate in their futures. Only students who are enrolled full-time in the District are eligible to enroll in or access the Virtual Learning Program.

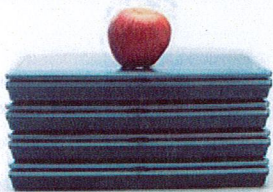
The Fond du Lac School District partners with the Wisconsin Virtual School (WVS) to provide viable course options for our full-time resident students and full-time open enrollees of the District. Fond du Lac's Virtual Learning Program enables us to provide virtual, or online, learning opportunities for 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 100 different course options
- Advanced Placement courses
- 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

Fond du Lac School District Virtual Learning Program courses are aligned to national and state standards. Course goals and objectives will be available upon request.

All courses are 1-2 semester courses, and students are given five (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 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 Local Education Guide (LEG). The average grade of students in WVS courses is 85%. 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 Fond du Lac School District and students, living in close proximity, who open enroll to the Fond du Lac School District have some advantages attending the Fond du Lac Virtual Learning Program versus 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 the District's technology department, school counseling staff, administration, and pupil services department. Many students may also want to take a few elective courses on-site.

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

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. In addition, the LEG will remain in contact with the student.

### **Student Commitment**

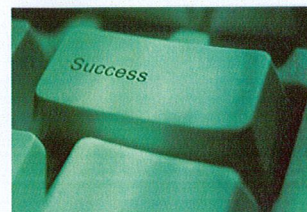
Students must commit to completing any virtual course taken within the agreed time period, not to exceed five months. To be considered as a full-time Fond du Lac Virtual Learning Program enrollee, a student must commit to successfully complete at least one grade level per calendar year or to meet the best needs of the student as determined by the LEG, guidance counselor, and principal. The LEG, in cooperation with the student, virtual teacher, 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 Fond du Lac School District. 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. For the purpose of control and oversight by the LEG, school district-issued equipment must be used for the purpose of the Virtual Learning Program.



## Keys to Success in Virtual Courses

Students who are able to demonstrate the following discipline 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 (LEG).
- 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 two (2) school days.



## Enrollment Procedures

Students must complete an application process. Students who are new to the District must also complete student registration materials. Students from school districts outside of Fond du Lac must have approved open enrollment agreements. Once the application for virtual programming has been approved, students and parents will meet with school personnel to develop an individualized program plan. Virtual learning enrollees must use school district-provided laptops, which are provided to full-time resident students and full-time open enrollees of the District.

## Computer Requirements

For a complete list of computer requirements, please go to [www.wisconsinvirtualschool.org](http://www.wisconsinvirtualschool.org) and click on the Students tab. On the right-hand side of the screen under "Resources for Students," click on "Computer Technology Readiness for WVS Online Courses."

## Acceptable Computer Use

Students are responsible for their behaviors and are expected to comply with Board Policy 9.12212—*Staff Internet and Technology Acceptable Use*. Students will be asked to sign an Acceptable Use Policy form during the enrollment process.



## Special Needs

Students with special education considerations should direct questions to Danica Lewis, Director of Pupil Services, at 920-906-6520.

## Individualized Program Planning

In order to provide high quality, standards-based proven curriculum, courses will be provided from the list of courses included in Appendix A, provided by the Wisconsin Virtual School.



Our instructional intent is to provide online learning opportunities for students in grades 6-12. Fond du Lac Virtual Program courses are aligned to national and state standards. Course goals and objectives will be available upon request.

All courses are 1-2 semester courses, and students are given five (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 District virtual learning team working with the student and parents. Students will work with a counselor to develop a year-long plan that meets the Board-established criteria for a full-time student and leads to the completion of graduation requirements.

Students may opt to take one course at a time or several courses over a longer period of time. It is typical for virtual education students to complete 2-3 courses at a time. 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.

### **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 three (3) weeks in a semester for any course (or combination of courses if enrolled in more than one course) 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.

### **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 web cam technologies or at a school district location (i.e., AP tests will be proctored at FHS, the Administration Center, or other designated locations).



Virtual Learning Program students are required to take all mandated state-wide assessments as outlined by the State of Wisconsin. Virtual Learning Program students will be tested at Sabish Middle School, Theisen Middle School, Woodworth Middle School, or Fond du Lac High School.

### **On-Site Courses**

Fond du Lac School District full-time resident students and full-time open enrollees of the District who participate in the Virtual Learning Program may also choose to take face-to-face courses at Sabish Middle School, Theisen Middle School, Woodworth Middle School, or Fond du Lac High School. Students 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.

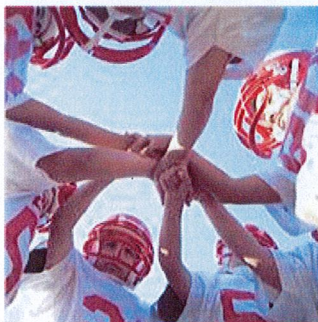
### **Transfer Credits**

Students wishing to transfer credits into the Fond du Lac Virtual Learning Program from another school district or another virtual program should contact their appropriate middle school or Fond du Lac High School counseling department.

### **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 to be sure they are eligible for WIAA participation.

### **Extra- and Co-Curricular School Activities**



Students enrolled in the Fond du Lac Virtual Learning Program may participate in all extra- and co-curricular opportunities. We are proud to offer a wide variety of activities and view these programs 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 shall be stimulated through interscholastic competition. We encourage each student to participate in extra- and co-curricular activities. Additional information is available on the District's website by clicking on the Parent's tab and then Co-Curricular Code.

### **Wisconsin Academic Excellence Scholarship**

Students must be enrolled in the District as a full-time student to be eligible for the Wisconsin Academic Excellence Scholarship. The state of Wisconsin offers high school seniors academic excellence scholarships to encourage top students to continue their education in the state of Wisconsin. The number of scholarships each school is awarded is



based on student enrollment in grades 9-12. The Fond du Lac School District awards five (5) scholarships each year.

Board Policy 10.81 – *Wisconsin Academic Excellence Higher Education Scholarship*, available on the District’s website, outlines the criteria for students to be eligible and compete for academic scholarships in the District.

## Grading

All online grades will be based on a 4.0 point scale and monitored by the Local Education Guide (LEG). Grades will be used to calculate GPA.

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

A+ = 4.0	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 = 0.00		

## Graduation Requirements

Students who attend the Fond du Lac Virtual Learning Program may opt to receive a diploma from Fond du Lac High School. The District awards diplomas to recognize students who have met certain academic requirements of the District. In order to graduate from Fond du Lac High School and receive a diploma, a student must satisfy the requirements set forth below. The policy requirements are grounded in the District’s curriculum and state law requirements applicable to granting a diploma. The Fond du Lac 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.



FHS Graduation Requirements (for students in the class of 2016)	
Language Arts	4 credits
Social Studies	3 credits
Math	2 credits
Science	2 credits
Physical Education	1.5 credits
Health	.5 credit
Electives	10 credits
<b>Total</b>	<b>23 Total Credits</b>



## **StudentEdge**

Students enrolled in the Fond du Lac Virtual Learning Program will also have access to StudentEdge, a FREE online resource center that simplifies college and career planning by putting everything students need in one location. Students have access to test preparation, college searches, scholarship search, financial aid tools, a career assessment, and a resume builder. Even 9<sup>th</sup> grade students can get a head start on planning with the online practice tests and career assessment.

StudentEdge is a one-stop online resource to help students and their families plan for the future. Whether planning to go to college, trade or technical school, directly into the workforce, or the military, StudentEdge will help prepare students for success.

Students will find everything they need in StudentEdge to:

- Prepare for standardized tests, including the ACT and SAT
- Find the best college match
- Maximize college affordability while minimizing debt
- Determine future career path
- Build a resume for that summer job or internship

Students will contact their LEG for details on how to access StudentEdge.

## **Contact Information**

If you have questions or would like additional information about the Fond du Lac Virtual Learning Program, please feel free to contact any of the individuals listed below:

Peter Snyder <i>Assistant Principal, Fond du Lac High School</i>	906-6700, Ext. 3943
Jolene Schatzinger <i>Guidance Counselor, Fond du Lac High School</i>	906-6700, Ext. 3444
Susan Heitzman <i>Virtual Learning Program Local Education Guide (LEG)</i>	906-6700, Ext. 3795



## 2015-16 Wisconsin Virtual School Course List

Red courses are NCAA Approved

### High School Courses

Creative Writing A & B  
English I S1 & S2  
English II S1 & S2  
English III S1 & S2  
English IV S1 & S2

Biology S1 & S2  
Chemistry S1 & S2  
Earth Space Science S1 & S2  
Marine Science S1 & S2  
Physics S1 & S2  
Physical Science S1 & S2

Algebra I S1 & S2  
Algebra II S1 & S2  
Calculus A & B  
Consumer Math A & B  
Geometry S1 & S2  
Pre-Algebra S1 & S2  
Pre-Calculus S1 & S2

American Government\*\*  
Civics\*\*  
Economics with Financial Literacy\*\*  
Geography A & B  
Psychology\*\*  
U.S. History S1 & S2  
World History S1 & S2

Chinese (Mandarin) I & II  
French I, II, Fluency II (comparable to French 3), French III Competency (comparable to French 4)  
German I, II, 3, & 4  
Japanese 1, 2  
Latin I, II, III  
Spanish I, II, Fluency II (comparable to Spanish 3), Spanish 3 Competency (comparable to Spanish 4)  
World Language Survey\*\*

Art Appreciation\*\*  
Career Planning\*\*  
Criminology\*\*  
Early Childhood Education\*\*  
Family & Consumer Science\*\*  
Fashion & Interior Design\*\* NEW  
Fitness Fundamentals S1 & S2  
Food & Nutrition through the Lifespan S1 & S2 NEW  
Forensic Science S1 & S2  
Gothic Literature\*\*  
Health Careers I\*\* NEW  
Health & Personal Wellness\*\*  
Health Science I\*\*  
Health Science II\*\* NEW  
History of the Holocaust\*\*  
Hospitality & Tourism\*\* NEW

Introduction to Culinary Arts\*\*  
International Business\*\* NEW  
Life Skills\*\*  
Medical Terminology\*\* NEW  
Music Appreciation: The Enjoyment of Listening\*\*  
Personal Finance\*\*  
Real-World Parenting\*\*  
Social Problems I and II  
Sports and Entertainment Marketing\*\*  
Veterinary Science\*\*

Advanced Web Design S1 & S2 NEW  
Beginning Programming S1 & S2 NEW  
Computer Fundamentals A & B  
Digital Arts\*\* NEW  
Fundamentals of Web Design\*\* NEW  
Game Design\*\*  
Intermediate Programming S1 & S2 NEW (tentative)  
Introduction to Social Media\*\* NEW  
\*\*One semester HS courses

### Advanced Placement Courses

AP Art History S1 & S2  
AP Biology A & B  
AP Calculus AB – A & B  
AP Calculus BC – A & B  
AP Computer Science A (S1 & S2)  
AP English Language S1 & S2  
AP English Literature S1 & S2  
AP Environmental Science S1 & S2  
AP French Language S1 & S2  
AP Human Geography S1 & S2  
AP Macroeconomics\*\*  
AP Microeconomics\*\*  
AP Physics I S1 & S2 (Spring 2016)  
AP Psychology S1 & S2 NEW  
AP Spanish Language S1 & S2  
AP Statistics S1 & S2  
AP US Government & Politics\*\*  
AP US History S1 & S2 NEW  
AP World History A & B  
\*\*One semester AP courses

### Middle School Courses

Art 6\*\*, 7\*\*, & 8\*\*  
MS French 1 S1 & S2  
MS French 2 S1 & S2  
MS German 1 S1 & S2  
MS German 2 S1 & S2  
MS Spanish 1 S1 & S2  
MS Spanish 2 S1 & S2  
Health 6\*\*, 7\*\*, & 8\*\*  
MS Language Arts I, II, & III  
MS Mathematics I, II, & Pre-Algebra  
Music 6\*\*, 7\*\*, & 8\*\*

MS Fitness 6\*\*  
MS Comprehensive PE 6/7\*\*  
MS Comprehensive PE 7/8\*\*  
MS Comprehensive Science I, II, & III  
MS Civics S1 & S2  
MS World History S1 & S2  
MS US History S1 & S2  
World Language Survey\*\*  
\*\*One semester MS course

### Credit Recovery Courses (12 weeks)

Algebra 1 A & B  
Algebra 2 A & B  
American Government\*\*  
American History A & B  
Biology A & B  
English 1-4 A & B  
Geography A & B  
Geometry A & B  
Physical Education\*\*  
Physical Science A & B  
World History A & B  
\*\*One semester CR courses

### Credit Recovery (Adaptive Release-option of 12-20 weeks)

Algebra 1A & B  
Algebra 2A & B  
American Government\*\*  
American History A & B  
Biology A & B  
Chemistry A & B  
Civics\*\* NEW  
Geometry A & B  
Language Arts 9-12 A & B  
Physical Education\*\*  
Physical Science A & B  
Physics A & B  
World Geography & Cultures A & B  
World History A & B  
\*\*One semester CR courses

### DUAL CREDIT COURSES

Accounting I  
Medical Terminology (Spring 2016)  
Web Design I  
See the WVS website for syllabi and materials requirements:  
[www.wisconsinvirtualschool.org](http://www.wisconsinvirtualschool.org)

Email WVS at [wvshelpdesk@gmail.com](mailto:wvshelpdesk@gmail.com) or call 715-453-1953 weekdays between 8:00 and 4:00 for information on enrolling students. Enrollments are open through June 30, 2016.