

# Prairie Farm Virtual School Handbook

## Online Learning



School District of Prairie Farm  
630 S River Ave  
Prairie Farm, WI 54005

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In effect until updated by the Board of Education

# Prairie Farm Virtual School Handbook

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# Welcome to the Prairie Farm Virtual School Program!

## Overview

The Prairie Farm 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 21<sup>st</sup> century skills they will be required to demonstrate in their futures.

The School District of Prairie Farm partners with Wisconsin Virtual School and the Educere Company, to provide viable course options for our students. Prairie Farm'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
- 100's of different course options available
- AP courses not already offered at Prairie Farm High School
- Semester courses for credit deficient students, and others unable to successfully participate in a traditional setting
- A solution for schedule conflicts, home-based learners, homebound, 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

Prairie Farm Virtual courses are aligned to national and state standards. Course goals and objectives will be available upon request. Students currently enrolled at PFHS full-time can enrich their course selection with courses not currently offered at PFHS. 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 1-2 semester courses, courses should be completed in accordance with the districts start and end dates for the semester. 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). When students are asked what they like most about virtual courses, the top three responses are: self-pacing, interesting and high quality courses and convenience.

## **Local Resident Advantages**

Residents of the School District of Prairie Farm and students have some advantages attending the Prairie Farm 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.

## **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 and or learning coaches through a variety of ways. 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. To be considered as a full time Prairie Farm 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. If a student drops or decides not to continue the virtual course within the company's allotted trial period, 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. 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.

Virtual classes will only be approved to run in correlation with the academic school year.

Students requesting full time virtual status will follow these 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

## **Student Selection**

Students will be recommended or approved upon the following criteria:

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

## **Special Needs**

Students with special education considerations should direct questions to Jeni Fossum, Director of pupil services @ 715-455-1861 ext.237.

## **Individualized Program Planning**

Our instructional intent is to provide online opportunities for students in grades K—12. Students currently enrolled at PFSD full-time can enrich their course selection with courses not currently offered at PFSD. However, online 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 1-2 semester courses, and students must complete courses within the PFSD academic calendar fall and spring terms respectively.

The number of concurrent courses, being completed at any one time, will be determined by the school district virtual learning team working with the student and parents. Students will work with a 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 4-7 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 if 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 web cam technologies, specially arranged by the LEG, or at a school district location (i.e. AP tests will be proctored at PFSD).

Virtual school students are required to take all WI state assessments. All students in grades 3,4,5,6,7,8, 9, 10, and 11 fall into grades tested by the state of Wisconsin. Virtual education students will be tested at the Prairie Farm School during the state testing window. Students enrolled in the School District of Prairie Farm Virtual Program will abide by all policies set forth by our virtual partnerships.

## **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 Prairie Farm 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.

Students must submit at least 1 assignment per week or be on pace to participate. Prairie Farm midterm, quarter and final semester grades will be determined by course progress as measured by the individual student pace schedule as posted in each course. Assignments with due dates within a given grading period that have not been completed by the date of midterm, quarter or semester will be factored in as zeros and may affect eligibility. 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 Prairie Farm Virtual school full time may opt to receive a diploma from Prairie Farm High School. The District awards diplomas to recognize students who have met academic requirements of the District. In order to graduate from Prairie Farm High School and receive a diploma, a student must satisfy the requirements set by the Prairie Farm School Board. The policy requirements are grounded in the District's curriculum and state law requirements applicable to granting a diploma. The Prairie Farm 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 less 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.



## **Virtual School Policies**

The School District of Prairie Farm will support all policies and decisions made by WVS and Educere instructors. If a student no longer would like to proceed with a course, it must be dropped before the company's trial period is up otherwise full payment of the course is required.

## **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 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 or other course 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 supplies 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

# Prairie Farm Schools

## Virtual Learning Application



Enrollment will not be approved and completed without the information requested below.

Student Name		
Birth Date	Gender	Grade
Home Phone:	Cell Phone:	
School Email:	@student.prairiefarm.k12.wi.us	

Do you have access to a computer outside of school? Y N

Do you have access to reliable internet outside of school? Y N

Have you ever taken a virtual course before now? Y N

If yes, describe your experience. What went well, what were your challenges?

Explain why you feel a virtual/online learning environment will meet your educational needs.

Can you guarantee 5-10 hours of independent work per week for each virtual course? Y N

When do you plan to access your online course/s? \_\_\_\_\_ (time of day)

If you are applying as a part-time student for a course that is offered in person, what extenuating circumstances should be taken into consideration when determining approval?

What is your reason for taking virtual courses? (select all that apply)

- |   |  |
|---|--|
| <input type="checkbox"/> Making up credits            | <input type="checkbox"/> Homebound/extended illness                    |
| <input type="checkbox"/> Course not available locally | <input type="checkbox"/> Excluded from attendance at local high school |
| <input type="checkbox"/> Schedule conflict            | <input type="checkbox"/> Enrolled in alternative school                |
| <input type="checkbox"/> Graduation Requirement       | <input type="checkbox"/> Full-Time Virtual Student                     |
| <input type="checkbox"/> Personal Enrichment          | <input type="checkbox"/> Other (please specify)                        |

Parent/Guardian Name/s	
Phone	Email

In what ways will you be able to support and encourage this student in an online/virtual school environment?

Do you feel this student possesses the motivation, initiative, and positive attitude that are essential to being successful in such a flexible learning environment?

Virtual Course/s Requested	Hour/Time in Schedule	Reason for Request
Requested Start Date*	<input type="checkbox"/> Semester 1 <input type="checkbox"/> Semester 2	
*Note: registrations are made only for the current semester, applications must be completed for each semester separately		

I have read and understand the Prairie Farm 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.

Student Signature

Date

Parent/Guardian Signature

Date

For Office use only:		<input type="checkbox"/> Approved	<input type="checkbox"/> Denied
Number of Courses Requested	<input type="text"/>	<input type="checkbox"/> Part Time Virtual	<input type="checkbox"/> Full Time Virtual
Academic Level	<input type="checkbox"/> Elementary	<input type="checkbox"/> Middle School	<input type="checkbox"/> High School
Pace of Study	<input type="checkbox"/> Traditional	<input type="checkbox"/> Accelerated	<input type="checkbox"/> Extended
Student User Name	Password		
Date Entered			

