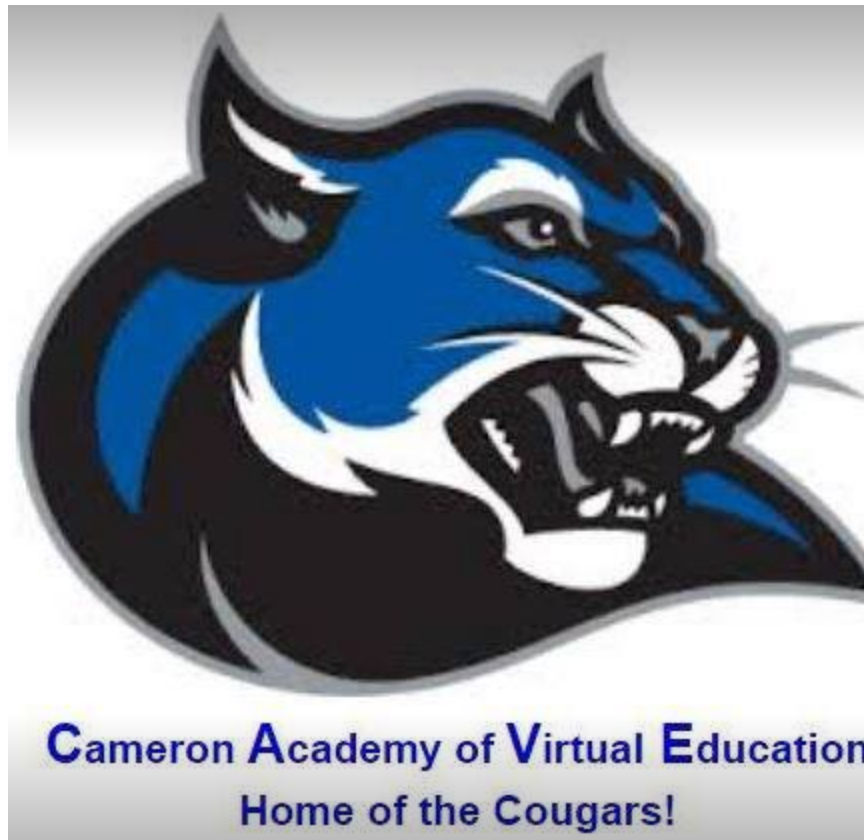


Cameron Academy of Virtual Education



Handbook for Families

Updated on: June 5, 2018



Cameron Academy of Virtual Education
Home of the Cougars!

Cameron Academy of Virtual Education

Cameron High School

750 South 1st Street

Cameron, WI 54822

www.cave.cameron.k12.wi.us

Joe Leschisin
Superintendent
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Dear CAVE Students and Families:

Thank you for having interest in Cameron Academy of Virtual Education or CAVE program. We are an innovative, flexible and personalized, virtual education program that fits the needs of our incredible students.

CAVE is a small, unique virtual charter school with its headquarters located at Cameron High School. However, our Pre-K through 12th grade students are scattered across the great state of Wisconsin. Although we are a relatively small school (under 100 students), we have big hearts and an incredibly large and flexible curriculum. With our knowledgeable and friendly Wisconsin Certified Staff, we feel we've found our niche in the ever growing open-enrollment/virtual school landscape.

We are always open to students who are interested in our program and who are motivated to work through either an organized curricular system with our teachers (like Wisconsin ESchool Network, ALEKS and Odysseyware) or use a more specialized project-based learning curriculum that they can design with their teachers and parents. With CAVE the sky's the limit!

We are glad that you are reading this and we hope to talk to you soon!

Sincerely,

A handwritten signature in black ink that reads "Jon M. Griffith". The signature is written in a cursive, flowing style.

Jon M. Griffith
CAVE Administrator

Online Information

The CAVE **webpage** houses information frequently requested by students and parents. Go to www.cave.cameron.k12.wi.us to access the virtual school webpage. You will find forms, calendar dates, contact information and links to a variety of materials. Our **Facebook** page is under CAVE - Cameron Academy of Virtual Education Charter School to see daily updates and information about CAVE.

Staff: How to contact us . . .

District Superintendent	Joe Leschisin	715-458-4560 jleschisin@cameron.k12.wi.us
CAVE Administrator and 7-12 Mathematics	Jon Griffith	715-458-5611 jgriffith@cave.cameron.k12.wi.us
CAVE Admin. Assistant	Bambi Forcey	715-458-5610 bforcey@cave.cameron.k12.wi.us
Teacher Gr K-3 students and Special Needs	Wendy Lindloff	715-458-5610 wlindloff@cave.cameron.k12.wi.us
Teacher Gr 4-6 students and 7-8 Math Teacher	Marcia Zimmer	715-458-5610 mzimmer@cave.cameron.k12.wi.us
Teacher 6-12 English	Sarah David	715-458-5610 sdavid@cave.cameron.k12.wi.us
Teacher 6-12 Science	Heather Roll	715-458-5610 hroll@cave.cameron.k12.wi.us
Teacher 6-12 Social Studies . . .	Janean Ranis	715-458-5610 jranis@cave.cameron.k12.wi.us
Teacher 7-12 Phy Ed	Cori Forcey	715-458-5610 cforcey@cave.cameron.k12.wi.us
Co-Teachers 6-12 Health	Brett Ridout Charlie Roherty	bridout@cameron.k12.wi.us croherty@cameron.k12.wi.us

SCHOOL YEAR SCHEDULE:

CAMERON ACADEMY OF VIRTUAL EDUCATION											
CALENDAR 2018-19											
AUGUST							SEPTEMBER				
S	M	T	W	Th	F	Sa	S	M	T	W	Th
			1	2	3	4					
5	6	7	8	9	10	11	2	3	4	5	6
12	13	14	15	16	17	18	9	10	11	12	13
19	20	21	22	23	24	25	16	17	18	19	20
26	27	28	29	30	31		23	24	25	26	27
							30				19
OCTOBER							NOVEMBER				
S	M	T	W	Th	F	Sa	S	M	T	W	Th
1	2	3	4	5	6	7	1	2	3	4	5
8	9	10	11	12	13	14	11	12	13	14	15
15	16	17	18	19	20	21	18	19	20	21	22
22	23	24	25	26	27	28	25	26	27	28	29
29	30	31					30	31			15
DECEMBER							JANUARY				
S	M	T	W	Th	F	Sa	S	M	T	W	Th
1	2	3	4	5	6	7	1	2	3	4	5
8	9	10	11	12	13	14	6	7	8	9	10
15	16	17	18	19	20	21	13	14	15	16	17
22	23	24	25	26	27	28	20	21	22	23	24
29	30	31					27	28	29	30	31
FEBRUARY							MARCH				
S	M	T	W	Th	F	Sa	S	M	T	W	Th
1	2	3	4	5	6	7	1	2	3	4	5
8	9	10	11	12	13	14	3	4	5	6	7
15	16	17	18	19	20	21	10	11	12	13	14
22	23	24	25	26	27	28	17	18	19	20	21
29	30	31					24	25	26	27	28
APRIL							MAY				
S	M	T	W	Th	F	Sa	S	M	T	W	Th
1	2	3	4	5	6	7	1	2	3	4	5
8	9	10	11	12	13	14	6	7	8	9	10
15	16	17	18	19	20	21	13	14	15	16	17
22	23	24	25	26	27	28	20	21	22	23	24
29	30	31					27	28	29	30	31
JUNE							JULY				
S	M	T	W	Th	F	Sa	S	M	T	W	Th
1	2	3	4	5	6	7	1	2	3	4	5
8	9	10	11	12	13	14	6	7	8	9	10
15	16	17	18	19	20	21	13	14	15	16	17

Cameron Academy of Virtual Education

What we are about?

Our ***vision*** is to empower students to become lifelong learners by giving them ownership of **their learning**.

Our ***mission*** is to provide individualized learning options for students.

We collaborate with families to design “projects” of authentic learning that honor student interests and needs.

What are we?

1. We are a **PUBLIC SCHOOL** and we follow all state statutes governing public education. We receive public funds for our operations, and we follow the fiscal rules established by the State of Wisconsin.
2. We are a **CHARTER SCHOOL** authorized by the Cameron School District Board of Education. Our chartering document is approved by the Wisconsin Department of Public Instruction. We follow all state and federal guidelines established for charter schools.
3. We are a **VIRTUAL SCHOOL** where students take all or part of their educational studies online. We actively utilize technology as a learning tool in our virtual environment. We follow the guidelines established by the State of Wisconsin for virtual schools.

Cameron School District

CAVE is a part of the Cameron School District but has its own Governance Council, budget and administration.

Governance Council

CAVE is governed by a Governance Council that includes parents / guardians of students, community members, charter school staff, and the district administrator. The Council meets quarterly to oversee the financial, educational, operational and collaborative aspects of the school. Call the school office (715-458-5610) for names of current members and their contact information as well as if you have interest in being part of this council.

Parent Advisory Council

CAVE has a Parent Advisory Council that helps with assimilating new families into our school, supports the CAVE staff, organizes events like the CAVE Graduation Ceremonies and helps in the sharing of resources. If you would like to get involved, please contact the CAVE Office.

Teacher Responsibilities

All CAVE teachers are licensed by the State of Wisconsin to teach students of specific ages in specific areas. Our teachers are the instructors for the majority of the courses our students take. Teachers have six duties outlined in the requirements for Virtual Charter Schools:

- Improve learning through planned instruction
- Diagnose learning needs
- Prescribe content delivery
- Assess learning
- Report outcomes to parents and administrators
- Evaluate effectiveness of own instruction

JOINING CAVE

The process for enrollment begins as follows:

Residents of the Cameron School District:

- Students and parents are encouraged to discuss their change of curriculum and schools with their guidance counselor and/or principals.

Non-residents of the Cameron School District:

- Enroll during the Open Enrollment window (approx. Feb 1- Apr 30) or through the exceptional open enrollment process.
- Enrollment is contingent upon permission from the Cameron School District, Cameron's Special Education Department and the school the student currently resides in.
- Alternative Open Enrollments are accepted if they are appropriate for the students, the staff and the school districts involved and are done in a timely manner.

COMMITMENT TO TIME:

INSTRUCTION TIME

Students learning in a home environment are expected to work the following hours across **178 days** of instruction as required by state law. Wisconsin Statute 121.006(2)(a) requires the following instructional time:

Grade 4K & K	437 hours per year	3 hours per day
Grades 1-6	1050 hours per year	6 hours per day
Grades 7-12	1137 hours per year	6.5 hours per day

This instructional time includes time spent in online courses, on homework, participating in physical fitness activities, field studies, etc. The school year consists of **178 days** which includes conferences as well as days of instruction.

Teachers and staff make diligent efforts to maintain contact and attempt to communicate with any student that is showing a lack of participation.

CAVE staff will notify all parties if a lack of participation is observed.

Repetitive lack of participation can result in voiding open enrollment status.

CAVE PLACEMENT

Once you have an accepted CAVE placement:

- Call the CAVE office (715-458-5610 or 715-458-5611) to schedule a registration interview with an office staff member.
- If you are open enrolling from another school, the CAVE staff will need time to receive previous school records, transcripts, IEPs, immunization information, and behavior records that will help with the scheduling process.

- Communicate with CAVE staff to select courses for each student's Personal Learning Plan or PLP.
- Place first order
 - You cannot place any orders until above steps are completed. Parents are asked to use the order forms sent by Bambi Forcey to place their orders. Instructions on how to do this are included in these forms. Please read and follow the instructions and call to talk to Bambi Forcey if you have any questions. The earlier you start the process, the more time you will have to thoughtfully select learning materials.

COMMUNICATIONS

In the best interests of the young people we serve, we ask that staff, parents and students commit to the following communication guidelines:

- Communicate consistently between home and school using available technologies. Emails, phone calls, Zoom, Google Hangouts and Google Classroom are some of the technologies used in CAVE.
- **Each school day**, students will check and respond to their school email and accounts (Learning Management System, ALEKS, WEN).
- **Each school day**, teachers will check their school email and accounts (Learning Management System, ALEKS, WEN).
- **At least twice per week**, parents should check their school email. Parents may also check student accounts.

COMMITMENT TO INTERVENTIONS

One of the advantages of our school design is that we can create learning plans to meet unique student needs. Plans can be adapted for those who need acceleration and challenge as well as those who need extra time or re-teaching.

Per state expectations, CAVE staff will work with families and their students to create “intervention plans” that address missing skills or content knowledge.

Students who have special needs other than what can be provided by the personalized learning plans and interventions, should contact Cameron Special Education Director to set up some consultation and testing.

TUTORING

Teachers will schedule individual instructional sessions, working directly with students and utilizing curriculum that meets standards and the expectations of the state tests and

other assessment tools. We use recommended best teaching practices to focus on reading, writing and mathematics skills as well as online programs that can be used in a home-based learning environment but supervised by teachers in other locations.

ACCOUNTABILITY

STANDARDS OR LEARNING TARGETS

Students are required to meet a specific number of standards in a course. The number of standards varies according to the grade level of the student and the content of the course. Students meet standards through completion of pre-designed online courses through the WEN network, Odysseyware, and ALEKS or through “projects” they create and complete. Staff will provide more details about standards during the registration process.

PHONE CALLS OR VIDEO CONFERENCING

Teachers will schedule conferences or short lessons with students. Students and families are expected to be at those conferences or lessons at the scheduled times with the teacher(s). Students and parents are also welcome to call / email school personnel to request help.

SERVICE LEARNING

We encourage students to become contributors to their communities. One way to do that is through service learning. Students and families may choose to build volunteer time or service components into their projects. These activities may be recorded as part of the time spent on the project work.

PROJECT BASED LEARNING (This is for all courses that are not online in ALEKS, Odysseyware, WEN or some other similar system)

If you want to use paper curriculum or digital course materials of choice, you may design projects that meet academic standards. We use a Learning Management System for tracking the student projects that you design and teachers approve. Each student will be set up with an account. Students should consult their account each school day to review work to be completed, deadlines to be met and view messages from teachers. You have many options and choices for structuring learning in this system.

- **EARNING GRADES IN PROJECT BASED LEARNING**

- For students 5th grade and younger, their grades will be awarded upon NOT MET or MET EXPECTATIONS. Students at these grade levels are encouraged to do many projects, however they also need to meet at least 1 of the State Standards.
- For students 6-12, their grades will be awarded on a POINT system, where students will need to earn enough points during the course of the semester on

a 100 point scale. (60% = D, 70% = C, 80% = B, 90% = A). For example, some projects which are smaller (i.e. a book report) may earn up to 10 points. Some project may be larger and earn up to 50 points. Each project should be geared towards reaching as many State Standards as possible. We use the LMS to keep track and organize these projects to their standards.

WEN: Wisconsin eSchool Network

The Wisconsin eSchool Network consists of about two dozen virtual schools in Wisconsin. CAVE is a member, and the consortium provides us with online courses. We can also share teachers across schools. For instance, CAVE doesn't have any foreign language teachers, but through WEN we can offer many languages for study. Teachers from other schools teach those courses. WEN offers courses for grades 6-12 and is developing elementary courses for future years.

WEN utilizes two learning platforms, Buzz and Odysseyware. Students complete their course lessons in one of these two and submit assignments to teachers through the system. Teachers evaluate work and give students feedback through the system. The WEN system produces a Student Transcript with a percentage grade.

ALEKS MATH

ALEKS stands for Assessment and Learning in Knowledge Spaces. It is a web-based system that uses adaptive questioning to determine what a student knows and doesn't know. ALEKS provides the student with math lessons on topics that are the next step for the student to learn. As students work in ALEKS, they are periodically reassessed to make sure they are retaining what they learned. ALEKS is aligned to the Common Core Standards in Math which are assessed on the state iForward Exams and on the ACT and Aspire tests for high school students.

We require students taking math in grades 3-5 to use ALEKS and we recommend that all new students in grades 6-12 taking math start off in ALEKS. Students have the option of using other materials as supplements, but students in grades 3-5 will be required to have a paper supplement as well.

Students in grades 3-5 will work to reach a minimum completion percentage of 55% of the curriculum for 1st semester to meet standards. They will continue to work to reach a minimum percentage of 85% for 2nd semester to meet standards.

Students in grades 6-12 will also work towards meeting the minimum completion percentage of 45% of the curriculum to the first $\frac{1}{2}$ credit of that course and earn a letter grade of a "D". Student can earn a "C" at 50% or higher, a "B" at 55% or higher and an "A" for 60% or higher. For 2nd semester, students need to meet 75% of the curriculum

to earn the last ½ credit of that course and earn a letter grade of a “D”. If students wish to earn a “C” at 80% or higher, a “B” at 85% or higher or and “A” at 90% or higher.

Students in grades 7-12 who want to try something different from ALEKS, can take another math course either through an online service such as Odysseyware or they may choose to do math in a State Standards Aligned math textbook curriculum as long as it is approved by the math teacher and an appropriate Project Based Learning plan is created to collect evidence and show competency.

All students are required to work in their math each day. In grades 7-12 they should work a minimum of 1 hour a day.

STATE ASSESSMENTS

State assessment dates are determined by the Wisconsin Department of Public Instruction (DPI) and are used to show progress made by CAVE students. Testing for CAVE students is set up as efficiently as possible while working within the State’s requirements. All CAVE students are expected to participate in these tests.

PALS: Phonological Awareness Literacy Screening

All K-2 students complete the PALS assessment in the fall and the spring. The assessment measures initial literacy skills and progress made over the school year. Trained teachers administer the assessment to students at regional sites. Results are shared with parents, and we adjust learning plans to address student needs. The assessment takes a full morning or afternoon.

Forward Exams

Students in grades 3 through 8 take the Forward Exams in the spring. These online tests are based on the Common Core Standards in English (reading and writing) and Mathematics. Teachers proctor the exams at Cameron. These tests require technology other than student's personal devices. These tests may take up to two days to complete, however the CAVE staff has worked hard to get them to be taken in only one day.

ACT Aspire

Students in grades 9 and 10 take the ACT Aspire exams during the school year. Teachers proctor the exams at Cameron. The tests take at least 4 hours, and they test reading, writing, mathematics, and science. The test days should be the same as when the Forward Exam dates are to help with transportation issues.

ACT & Work Keys

Students in grade 11 take the ACT and Work Keys in the spring. Dates are determined by DPI and must be firmly adhered to. It must be taken at the approved school test site

which is in Cameron. The test is scheduled for two consecutive days and is proctored by trained staff. The ACT takes at least 4 hours and tests reading, writing, mathematics, and science. Work Keys takes another 4 hours and measures job related skills. This is a FREE opportunity for CAVE Juniors to take this college entrance exam. All other college entrance exams are at the expense of the student who wishes to take them.

PERSONALIZED LEARNING PLANS

Step 1: Identify Courses

With a school staff members, identify the courses the student will take.

Level	CORE Subjects	Phy Ed Health	Electives
Kindergarten	Reading/LA Mathematics Science Social Studies	Wellness & Fitness	No electives
Grades 1-5	Reading/LA Mathematics Science Social Studies	Wellness & Fitness	1 of 2 Art OR Music
Grades 6-8	English Mathematics Science Social Studies	Wellness & Fitness	2 - 3 electives: Art Music Foreign Lang
Grades 9-12	English - 4 Mathematics - 3 Science - 3 Social Studies - 3 *	Wellness & Fitness	

* US History, Government, Personal Finance (Class of 2020 on) and Wisconsin State Civics Exam are required.

New CAVE students are recommended to take 4 core courses and physical education for the 1st semester. After a successful completion of a semester of courses/projects, grade 1-12 students may add electives.

Returning CAVE students who designed and completed “projects” and WEN courses last year are allowed electives in both semesters. Those who did not successfully

complete their courses in a timely manner are limited to 4 core courses and physical education for the 1st semester.

Step 2: Curricular Selections

ELEMENTARY STUDENTS

K-5 students and their families work with CAVE teachers certified in elementary education. Teachers will help you design learning projects to meet course requirements in Reading/Language Arts, Mathematics, Science, Social Studies and Wellness/Physical Fitness. Teachers will communicate with you by email, phone and through Learning Management System as you complete course and project plans.

READING/LANGUAGE ARTS

K-2 students are required to use Reading A to Z (an online subscription) until they master reading fundamentals. Teachers schedule individual oral reading lessons by phone or Skype. Additionally, students should be reading and writing every day in connection with projects. Students should spend a minimum of 60 minutes a day reading and 30 minutes each day on writing. Through this work, students should meet many of the standards in reading and writing.

Grade 3-5 students may select reading and writing curricula that provides them with daily reading and writing lessons and practice. These lessons may be integrated with science and/or social studies. Students should spend a minimum of 60 minutes a day reading and 45 minutes each day on writing. Through this work, students should meet most of the reading and writing standards during the year. Students needing additional help with reading will use Reading A to Z.

Grade 6-8 students may select reading and writing curricula that provides them with daily reading and writing lessons and practice. These lessons may be integrated with science and/or social studies. Students should spend a minimum of 60 minutes a day reading and 45 minutes each day on writing.

Grade 9-12 students may select reading and writing curricula that provides them with four or more high school credits of English.

SCIENCE AND SOCIAL STUDIES

Students in Kindergarten may learn about science and social studies through their reading curricula or through a separate science and social studies curricula. We encourage students to explore the living world and begin conducting investigations that explain natural phenomena. We also encourage students to learn about where they live

(geography) and who lived there before them (people in history). Students should meet some standards in science and social studies each semester.

Students in grades 1-5 study science and social studies through purchased curriculum and/or they can create projects they design using a Learning Management System. These projects may combine learning across different content areas. Science investigations should include making predictions, gathering data and analyzing results to draw conclusions about our world. Students should meet some social studies and science standards through their work each semester. **Students in grades 3-5** also have an option of choosing curriculum in Odysseyware if they are interested. **Students in grade 4 will work on Wisconsin History** as it is a State requirement.

Grade 6-8 students may select curricula that provides them with daily lessons and practice in both subjects. These lessons may be integrated with other subject areas. Students should spend a minimum of 60 minutes working each day.

Grade 9-12 students need to have 3 high school credits of both Science and Social Studies. However, for Social Studies, students will also need to meet the following requirements: US History 1.0 credits and Government 0.5 credits. Students (class of 2020 or later) will need 0.5 credits of Financial Literacy as well. Students will also need to pass the State's Civics exam with a score that is at or higher than 65 out of 100 questions.

MATHEMATICS

K-5 students work out of approved paper materials to meet math standards. They may also incorporate math into projects. At all grade levels students should regularly select math story problems and write out explanations on how they solve the problems. This promotes the use of math terms; it also helps develop logical skills in describing how we think in order to solve problems. These types of problems are a requirement of the math standards and appear on the iForward Exams for grades 3-5. Students should spend at least 1 hour a day on math. They should meet most math standards during the year.

Students in grades 3-5 are required to work in ALEKS math as well as Quick Tables in ALEKS or xtramath.org. ALEKS is an online program that allows teachers to track student progress virtually.

Grade 6-8 students may select curricula that provides them with daily lessons and practice in both subjects. These lessons may be integrated with other subject areas. Students should spend a minimum of 60 minutes working each day.

Grade 9-12 students need to have 3 or more high school credits. Depending upon what the student would like to pursue after high school will determine what courses the student should take.

PHYSICAL EDUCATION AND HEALTH

Grade K-8 students need to have physical activity. CAVE does so through a Project Based Learning system. Students in grades K-5, with the help of their parents, will complete activity logs and submit them to their teacher. Students in grades 6-8 will complete these activity logs as well as some other activities through Google Classroom to their teacher.

Grade 9-12 students need to have 0.5 credits in Health and 1.5 credits of Physical Education in order to graduate. Students will use a project based learning system through Google Classroom and submit logs and activities through the Phy Ed teacher.

ELECTIVES

Students who live in proximity to Cameron Middle School or Cameron High School may take up to two courses per semester on site at Cameron schools. Parents are responsible for transportation.

Grade 6-8 students may select an elective curricula that provides them with daily lessons and practice for the second semester with the exception of a foreign language. Students should spend a minimum of 60 minutes each day. Music lessons and other lessons can be paid for through discretionary funds of \$300 per student during the second semester and these fees would be paid directly to the provider. Provider needs to bill CAVE directly for payment.

Grade 9-12 students need to select 5 credits or more of elective curricula that provides them with daily lessons and practice. Students should spend a minimum of 60 minutes each day. Juniors and Seniors who are interested in school-to-work credit, should contact the CAVE Administrator to set up a program. Music lessons and other lessons can be paid for through discretionary funds of \$300 per student during the second semester and these fees would be paid directly to the provider. Provider needs to bill CAVE directly for payment.

Seniors and some second semester junior students, who are in good standing and who have completed their high school graduation requirements, may wish to look at post-secondary course options at technical schools or colleges that are not offered through CAVE for dual credit.

LEARNING RESOURCES:

Identify Learning Resources

The Cameron School District uses its funds for learning resources that help students meet content area standards.

- All material and resource requests must match the courses outlined in the student personal learning plan and meet aspects of content standards and are pending the approval of the subject teacher and the CAVE office.
- Students are encouraged to explore and request to purchase items through their instructors that will meet the needs of the course but will allow for individualized instruction as well as exploration of the subject matter. The amount, however, will be restricted based on the estimated amount available due to budget constraints and enrollment.
- You may not sell to another person learning materials purchased with taxpayer money through CAVE. Sharing materials with CAVE families is highly encouraged.
- If you withdraw from CAVE before completing a full year, you are required to return ALL learning materials and technology provided by CAVE.
- Some materials like microscopes & textbooks will need to be returned at the end of the class so that they can be used by other CAVE students.

Material Ordering process

	Returning Families	2 nd Order	Final Order
Create schedules and make orders	April-May For Fall materials	Oct 1st To complete 1st semester orders and for missed items	December For 2nd semester materials
Shipping	June & July As Approved Direct shipped if possible	October-November As Approved Direct shipped if possible	Mid-Dec to Jan As approved Direct shipped if possible
	New Families	2nd Order	Final Order
When registering	Upon Approved PLPs and Approved Materials Order	If needed	If needed

CURRICULAR EXPENSES

Content Materials Must Match PLP	Technology & Educational Support
<ul style="list-style-type: none"> • WEN online course average = \$250/semester • \$325/semester for foreign language – for grades 6-12 - limit 1 course/semester • ALEKS online courses - \$50 per year • Odysseyware online course - \$200 per year • Approved Student texts & Teacher guides, keys (\$10 - \$100) • Approved science lab kits (approx. \$50) • Approved math manipulatives (under \$50) • Content area tapes, CDs, DVDs (under \$30) • Spelling/vocabulary packages (\$30) • Art curricula & supplies (2 approved choices) • Foreign language software/online materials • TI-30 Scientific Calculator (\$15) • Reading books, information texts (under \$500 total package) • Approved learning subscriptions: Reading Eggs/Mathseeds Learning A to Z – many options 	<p><u>Internet support</u> – up to \$300 per family (must demonstrate need through income qualifications and – see the CAVE Administrator)</p> <p><u>Printer</u> - 1 per family</p> <p><u>Black ink cartridges</u> – automatic 1st Sem, by request 2nd sem</p> <p><u>Digital camera</u> – 1 per family upon request</p> <p><u>Headphones</u> - 1 set of upon request</p> <p><u>Typing Instructor</u> for Kids & Platinum subscriptions will be set up for Grades 2-8 & HS upon request</p> <p><u>Extracurricular Lessons/Supplies</u> – up to \$300 per student for music, art or physical education – provider must agree to bill the school. We cannot reimburse families. Payments made only for second semester lessons.</p>

ITEMS Not Allowed -

- **Educational toys and games, puzzles, dolls, puppets, stuffed animals, blocks, Legos, K'nex, “kits”**
- **Athletic equipment, musical instruments, additional art supplies, general paper supplies, writing utensils, calculators(except specified), etc.**
- **Technology devices (Kindles, Nooks, iPods, Apps, etc.)**
- **Coloring, dot to dot, puzzle books, board games, online games**
- **Materials with religious content**
- **Competitive team fees**
- **Event tickets - theater, concert, zoo, park**

The school will provide a list of approved vendors.

Orders will be done on a Shared Google Sheet for each Family.

All material orders go on the Sheet as the year progresses

Odysseyware and WEN Courses

Students who take WEN courses do not need to place orders for the classes or the materials, but should consider that the majority of the class is online and self-contained.

All Other Courses

For all other courses, learning project plans or outlines must be submitted prior to orders being approved by their teacher of record. Any materials you select must relate to the projects you plan/submit.

Funds for Lessons

If you choose to request funding for lessons for music, art, theater, dance or physical fitness you should submit a request prior to the February 1st order. **Those funds will be applied only to second semester and students must remain in the school the entire year in order to use the funds for lessons.** Lesson providers must bill CAve directly in 2nd semester. Payment will be made direct to the provider. It is your responsibility to speak with the provider and find out if s/he is willing to bill CAVE.

Direct Shipping

If you select materials from those vendors that are willing to work with the CAVE office we will do our best to have them shipped to your home directly. Currently Rainbow, Book Shark, Calvert and Barnes & Noble are the major vendors that are willing to do that for us. Materials must be current, in stock, ordered properly and must meet those requirements listed above. Orders that are shipped directly must be inventoried when they arrive, items checked off on the packing slip and the packing slip must be scanned and emailed back to Bambi in the CAVE office. If not timely, future orders will be shipped to the office and reshipped to families creating a delay for receiving materials.

Below is the information how to order supplies.

GOOGLE DRIVE FAMILY ORDER SHEETS WILL BE SHARED WITH EACH FAMILY

The order must be entered on the Google Drive Sheet that is shared by the CAVE. Once you have entered all the items requested the Sheet you should notify the Teachers & Bambi that it is ready to be approved. The access will then be changed to “view only” for the family.

The teachers will then go through and approve/deny items based on the match to each student’s PLP.

Most of the same use steps apply to Google Drive Sheets that have applied to Excel.

Enter all the information on each line under each column for the items requested.

A – **Student Name**

B – **Course** - Enter the course it applies to

C – **Vendor** - Enter the Vendor by each item. The sheet gets sorted at times so be sure to do this.

D – **Quan.** - Enter the Quantity requested

E – **Item** - Enter the Item Description as listed by vendor it is being ordered from. Exact description prevents wrong item ordered. **PLEASE DO NOT COPY & PASTE Item Descriptions from a webpage – It creates live links and can mess with the spreadsheet formatting & editing.**

F – **Item Number** - Enter the Item number listed by the vendor to be sure you get what you order.

Item numbers are fine to copy & Paste.

ISBN # for books unless vendor has specific numbers – Be accurate

G – **Cost per Item** - Enter the Price for one item.

It will get totaled based on the quantity entered.

Be sure to use retail pricing not internet (credit card) prices.

If you have questions email or Call Bambi

Editing Help on Google Sheets

*Adjust column width – Highlight top Letter, move cursor to right edge, get pointed arrow ↔, click & Hold, slide left or right

*Copy cells – click in cell, go to bottom right corner of the cell, cursor becomes +, click & hold the +, Drag down to fill cells. Use to copy vendor name or student name into each cell of column. Numbers dragged down will add 1 to the number – be careful not to change item numbers.

Bambi will verify shipping costs for each vendor. We expect to add anywhere from 4-15% for shipping. The most popular vendors' shipping charges are on the "SHIPPING" bottom tab.

You do not need to enter the total as the form will calculate it for you. The total shows at the bottom.

The Google Sheet will automatically be saved in Drive. There are a number of tabs(pages) on the bottom for subsequent ordering. You do not need to "share" it. Just send an email to teachers and Bambi when ready for approval. They have direct access to the order form.

PLEASE do not download and upload the form as it may remove it from the view of teachers & staff.

You can locate your Order form by using "Search Drive" at the top of Google Drive -

Type in your last name. Example "SMITH ORDERS 2018-19"

Any GOOGLE DRIVE item with the name "SMITH" in the title will show in a list if you have access to it.

Vendors: A Vendor list will be emailed with the order sheet. These are the vendors we will work with. They are timely and dependable.

Vendor WEBSITES notes – Most websites do not have 100% stock of what you see there.

* Online there are "specials" that you can only get online with a credit card. WE CAN'T ORDER THOSE.

* Barnes & Noble - We cannot order from "sub-vendors" in the "Marketplace" on Barnes & Noble's site.

ISBN #s are part way down the web page of each item. You need those to order from any bookseller.

3 order deadlines:

1st order -(Returning families when PLPs are Approved in April) July 15th for Sem 1 materials order, 2nd order- Oct. 1st for fill in materials for Sem 1 , 3rd order start in Dec for Jan 1st order for Sem 2 materials.

Call Bambi if you need help (715-458-5610).

Updated 3-2019

If you are new to project based learning, you may find some of these resources useful. Most information on websites is free.

PROJECT BASED LEARNING RESOURCES

All	<p>General Guide/Websites: Problem Based Learning In Your Homeschool (H8616) \$15.00 www.rfwp.com www.cse.emory.edu CASES Online http://wvde.state.wv.us/teach21/pbl.html 21st Century Based Learning Projects www.bie.org BIE Tools PBL Project Search www.ciese.org Center for Innovation in Engineering and Science Education www.leadingpbl.org – click on PBL Project Gallery www.learningreviews.com</p>
Elementary	<p>General Guides/Websites Grades 3-6: Problem Based Learning with the Internet (40846) \$29.95 www.prufrock.com http://iwb.cdlearningspot.com/iwb/free/Default.aspx?ret_id= Learning Spot Library</p> <p>Math: Available from www.prufrock.com Grades K-1: Splash! (970946) \$39.95 Grades 2-4: Spatial Reasoning (26246) \$39.95 Grades 3-5: Polygons Galore! (21046) \$39.95 Grades 3-6: Beyond Base Ten (29746) \$39.95</p> <p>Science: Available from www.prufrock.com Grades K-1: How the Sun Makes our Day (92046) \$39.95; Survive and Thrive (93946) \$39.95; Water Works (27046) \$39.95 Grades 1-2: Budding Botanists (386646) \$39.95 Grade 2: Weather Reporter (94746) \$39.95 Grade 2-3: What's the Matter (28946) \$39.95 Grade 3: Dig It! (95546) \$39.95 Grades 3-4: Invitation to Invent (91246); The Earth Beneath our Feet (045646) \$39.95 ea. From www.rainbowresource.com Year Round Project-Based Activities for STEM Grades 1-2 (040040) \$11.85 Year Round Project-Based Activities for STEM Grades 2-3 (040046) \$11.85</p> <p>Social Studies: Grades 4-12: Creating History Documentaries (476046) \$19.95 www.prufrock.com</p>
Middle School	<p>General Guides/Websites: Gr 3-6: Problem Based Learning with the Internet (40846) \$29.95 www.prufrock.com Project Based Learning for Gifted Students (830646) \$24.95 www.prufrock.com Gr 6-8 Projected-Based Learning Tasks for Common Core State Standards by Cameron & Craig Gr 6-12 Teaching Beyond the Test-differentiated project-based learning in a standards-based age www.mathalicious.com http://quest.arc.nasa.gov/ NASA resources http://www.virtualschoolhouse.net/projects.htm https://www.nextlesson.org/common-core-browser</p>

	<p>Math: Grades 6-8: Moving Through Dimensions (390446) \$39.95 www.prufrock.com Math Road Trip (046346) \$24.95 www.prufrock.com Mathematics in the Marketplace (708846) \$29.95 www.prufrock.com Challenging Units for Gifted Learners Series: Math (497846) \$24.95 www.prufrock.com Building Math for Common Core State Standards – Stranded!, Amazon Mission; Everest Trek \$31.75 each from www.rainbowresources.com</p> <p>Science: Understanding Physical and Chemical Changes (831346) \$24.95 www.prufrock.com Challenging Units for Gifted Learners Series: Science(710146) \$24.95 www.prufrock.com Gr 5-8: Mystery River A Problem Based Ecology Unit (15746) \$17.95 www.prufrock.com Gr 5-8: Mystery Disease A Problem Based Learning Unit (10346) \$17.95 www.prufrock.com Ferret Ecology: Problem Studies for One, Unit Set (H5745S) \$40.00 www.rfwp.com</p> <p>Social Studies: Order in the Court (829046) \$24.95 www.prufrock.com Challenging Units for Gifted Learners Series: SS (422646) \$24.95 www.prufrock.com Grades 4-12: Creating History Documentaries (476046) \$19.95 www.prufrock.com A Final Appeal: 1st Amendment & To Kill a Mockingbird. (H7305S) \$45 www.rfwp.com Hull House: Living Democracy in the Progressive Era. (H4717S) \$45.00 www.rfwp.com Plague! Problem Studies for One Set or Black Death (H7220S) \$45.00 www.rfwp.com</p> <p>Language Arts: Fables and Folktales (828346) \$24.95 www.prufrock.com Challenging Units for Gifted Learners: Lang Arts (421646) \$24.95 www.prufrock.com</p> <p>Interdisciplinary: Ecopolis (707146) \$24.95 www.prufrock.com What's Your Opinion (709546) \$24.95 www.prufrock.com Gr 5-8:Mystery at Golden Ridge Farm Interdisciplinary (1422)\$17.95 www.prufrock.com Gr 6-12: The Internet and Problem Based Learning Developing Solutions Through the Web (335) \$29.95 www.prufrock.com</p>
High School	<p>General Guides/Websites Grades 6-12 - Teaching Beyond the Test-differentiated project-based learning in a standards-based age Project Based Learning: 25 Projects for 21st Century Learning by Ralph Maltese Hands-On-History-Ancient-Civilizations-Activities (hands on history books) Everyday Physical Science Mysteries: Stories for Inquiry-Based Science Teaching Everyday Earth and Space Science Mysteries: Stories for Inquiry-Based Science Teaching More Everyday Science Mysteries: Stories for Inquiry-Based Science Teaching www.pblpathways.com PBL Pathways http://www.pblpathways.com/projects.html www.mathalicious.com http://quest.arc.nasa.gov/ NASA resources http://www.virtualschoolhouse.net/projects.htm https://www.nextlesson.org/common-core-browser</p> <p>Social Studies: All Work and No Play: Unit Set (H4601S) \$45.00 www.rfwp.com Excluded! Chinese Immigration to the US: Unit Set (H4564S) \$45.00 www.rfwp.com</p>

APPROVED VENDOR LIST

VENDOR	WEBSITE Green highlighting (shaded) indicates preferred vendor	ORDER PROCESS	CUSTOMER SERVICE for questions	Grade Level
ALEKS	http://www.aleks.com/k12	All students 3-12 as meets PLP subscriptions will automatically be ordered.	714-245-7191	3-12+
ALL ABOUT LEARNING	http://www.allaboutlearningpress.com	List exact name, Level & Price as it appears in your "cart"	715-477-1976	K-5
ATELIER ART/ ARTS ATTACK	https://www.artsattack.com/store	list level of Art curriculum	888-310-2787	K-8
BARNES & NOBLE	http://www.barnesandnoble.com	list book, ISBN #, Price for 1 *NO Marketplace Orders* Use retail pricing		K-12
BOOKSHARK	http://www.bookshark.com/contact	list item, number, Price for 1 - PLP match	866-668-0179	K-8 PKG
BRIDGET ARDOIN SCIENCE	http://www.scienceforhighschool.com	list kit name & Price	email from site	HS
CALVERT	http://homeschool.calvertschool.org	Go through online choices and list on Spreadsheet	888-487-4652	K-8
CLEARWATER PRESS	http://oneyearnovel.com/	list item, number, Price for 1 - PLP match		8-12
DELTA EDUCATION	http://www.deltaeducation.com	list item, number, Price for 1 - PLP match	800-442-5444	K-12
ELEMENTAL SCIENCE	http://www.elementalscience.com/	list item, number, Price for 1 - PLP match	email from site	K-12
eNASCO	http://www.enasco.com	list item, number, Price for 1 - PLP match	800-558-9595	K-12

EVAN-MOOR	http://www.evan-moor.com	list item, number, Price for 1 - PLP match	800-777-4362 PST	K-8
EXCELLENCE IN WRITING	http://www.excellenceinwriting.com	list item, number, Price for 1 - PLP match	800-856-5815	K-12
HEWITT HOMESCHOOL	https://www.hewitthomeschooling.com Lightning Lit	list item, number, Price for 1 - PLP match	800-348-1750 PST	K-12
HOME SCIENCE TOOLS	http://www.hometrainingtools.com	list item, number, Price for 1 - PLP match	800-860-6272	K-12
HOUGHTON MIFFLIN HARCOURT	http://www.hmhco.com/	list item, number, Price for 1 - PLP match	800-269-5232	K-12
JACKRIS - GROWING WITH GRAMMAR	http://growingwithgrammar.com/index.html	list item, number, Price for 1 - PLP match	888-554-0182	1-8
LAKESHORE LEARNING	http://www.lakeshorelearning.com/	list item, number, Price for 1 - PLP match		
LEARNING A TO Z	https://www.learninga-z.com/	Add the program you want to the spreadsheet	email from site	K-5
MATH U SEE	http://mathusee.com/	list item, number, Price for 1 - PLP match	888-854-6284	K-12
MCGRAW-HILL EDUCATION	https://www.mhonline.com	list item, number, Price for 1 - PLP match	800-334-7344	K-12
MUSICIAN'S FRIEND	http://www.musiciansfriend.com	list item, number, Price for 1 - PLP match	800-449-9128	k-12
NATURE'S WORKSHOP PLUS	http://www.workshopplus.com/	list item, number, Price for 1 - PLP match	888-393-5663	K-12
OAK MEADOW	http://www.oakmeadowbookstore.com/	Item Title, brief description, price for 1 - PLP match	802-251-7250	K-12
PEARSON	http://www.pearsonhomeschool.com	list item, number, Price for 1 - PLP match	800-848-9500	K-12

PRUFROCK PRESS	http://www.prufrock.com/	list item, number, Price for 1 - PLP match	800-998-2208	K-12
RAINBOW RESOURCE	http://www.rainbowresource.com SINGAPORE MATH CAN NOW BE ORDERED HERE	list item, number, Price for 1 - PLP match	888-841-3456	K-12
ROYAL FIREWORKS PRESS	http://www.rfwp.com	list item, number, Price for 1 - PLP match	845-726-4444	K-12
SINGAPORE MATH	http://www.singaporemath.com/ CAN NOW BE ORDERED FROM RAINBOW RESOURCE	list item, number, Price for 1 - PLP match	503-557-8100	K-8
THINKWELL	http://www.thinkwell.com/	List Online course choice		6-12