

Somerset Virtual Program



Handbook

Goals and Objectives

- To provide an alternative to the face-to-face setting for students who will be successful in an independent learning environment.
- To provide an option for home-schooled families to get state aligned content at no cost to them.

Definition of Virtual Learning

Virtual learning is an instructional delivery model in which instruction is done at home by certified online teachers in conjunction with parents/guardians. It requires special techniques of course design, differentiated instructional techniques, unique methods of communication by electronic means and other technology, as well as organizational and administrative arrangements.

Enrollment

Somerset Virtual School is open to any student residing in the School District of Somerset or any student who has been open-enrolled.

- Consideration of enrollment in Somerset Virtual, after the close of the registration window, will be considered on a case-by-case basis.
- Before enrolling, families should understand that they will be expected to:
 - Attend and complete work for all courses as agreed upon for the semester.
 - Maintain a positive learning environment.
 - Communicate with their instructor regularly.
 - Take ownership of their learning.

Skills for prospective students:

- Time management and self-pacing.
- Ability and willingness to learn independently.
- Self-reflection to understand progress reports.
- Effective communication skills.
- Self-advocacy to reach out if there are questions, issues, or struggles.
- Ability to recognize useful learning strategies that support success.
- Self-motivation to remain on track and engaged without constant teacher guidance.
- Grade level reading, writing, and comprehension skills to follow directions and create new information. (Grades 6 and up)
- Grade level content knowledge in math, science, and social studies.
- Basic technical skills for system and web navigation.
- Recognize the difference between falling behind due to a lack of effort and a lack of understanding.
- Celebrate accomplishments and be proud of their work.

Virtual Learning Coordinator (VLC)

The Virtual Learning Coordinator is a district employee who will serve as a connection between the school and student, helping with planning, scheduling and communication, and providing technology support. The VLC partners with the Edgenuity virtual instructors and families to engage students, use data to monitor progress, and more. Families should plan to reach out to the VLC with any questions.

Student Commitment

Parent(s)/guardian(s) of students intending to enroll in virtual classes must make a commitment for their child to complete the courses. A student not demonstrating commitment evidenced by failing or dropping courses will be refused access to virtual courses the following semester.

Students can expect to spend just as many hours completing an online course as they would spend completing a course in a traditional setting. Minimally, students should plan to spend 1 hour per school day on each semester-long course. The status of the student will be periodically evaluated by the VLC based upon individual performance, learning needs, and available resources.

The calendar, format, and materials of courses do not match with our face to face (F2F) classes so going between the virtual learning platform and F2F is not a good learning plan for students.

Responsible Computer Use

Students are responsible for their behaviors and are expected to comply with the Student Technology Acceptable Use Agreement. Students and guardians will be required to read and adhere to the District process. Students who are in violation of the Student Technology Acceptable Use Agreement will have their access restricted or revoked and will be responsible for using their own device to access their virtual learning.

Academic Integrity

Students who have issues with academic integrity will get a warning. Parent(s)/Guardian(s) will be notified and if the issue persists the student may be dismissed from the program.

Curriculum

Curriculum will be purchased from an outside vendor, Edgenuity, and the curriculum will align with local, state, and/or national standards. Courses will be selected to meet the needs of each individual student. The cost of the purchased curriculum courses from various providers will be the responsibility of the District. Materials purchased are not to be sold to others. Selling materials purchased through the program is a violation of the contract and the District may take legal means to recover the original value of the sold materials. The District will establish a resource center for materials that are no longer of use to the students or families. It is encouraged that you return materials in a timely manner. In some cases, students may need to complete a lab in the physical school building. This will be coordinated with the Virtual Learning Coordinator.

Course Offerings

The courses listed in the Somerset Virtual School course offering guide are the only courses the virtual learning student can enroll in. Not all courses listed will be offered each semester.

Edgenuity Wisconsin Course List

- [2024-25 Edgenuity 6-12 Course Descriptions](#) : May be helpful when selecting courses from WI Course List
- [Somerset 6-8 Elective List](#): Students may choose 1 from these elective courses
- [Edgenuity 6-12 Elective Required Materials](#)

Students may participate in CIS Courses, AP Courses, Band and Choir, in person, which does not count as an elective.

Student Responsibility for Online Courses

Students are required to:

- Complete all given assignments, quizzes and tests (varies by the course).
- Stay on pace (**5 hours of work per week per class**).
- Schedule time each school day to work on the course.
- Read all information, view all resources, and be responsible for understanding the information.
- Communicate regularly with the instructor.
- Notify your teacher when planning to be out of town for any period exceeding two school days.
- Work closely with the VLC to plan appropriate course selection and to communicate needs.
- Attend regular advisory meetings with counselor/advisory teacher via Google Meet.

Support Services

Existing support services such as school counselor, English Language Learners (EL), special education, school psychologist, etc., will be available to all students participating in virtual learning. Special educational services will be delivered as described by the student's Individual Educational Plan (IEP). Delivery of services may require students to attend school face-to-face.

Attendance Policy

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 all course activities, following the timeline for completion of the course and communication with the online instructor.

The attendance requirement for the virtual program is to be within 6 percentage points of recommended progress for each course. 6 percentage points in a semester course equates to 1 week of work. Any student not meeting that expectation will be contacted by the VLC for corrective action. Should a student fall behind in any course by more than 18 percentage points in a semester it 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.

Student Academic Support and Responsibility

Each week, student grades and progress will be tracked in each course. It is the expectation that all students will stay on pace with their courses and maintain a 70% or higher grade throughout the semester. Should that not happen these are the steps that will be taken to support student success:

- If student is behind 1 week or less (<6%)
 - Student will be emailed about progress, seeking ways to support/help
- If student is behind 1 to 2 weeks (6-12%)
 - Student and parent/guardian will be contacted seeking ways to support/help
- If student is behind more than 2 weeks (>12%)
 - A daily, 2 hour, time for the student to attend school will be scheduled
 - The student will attend in person until caught up
- If student continues to fall behind or fails to attend in person time
 - Truancy may be filed
 - Termination of enrollment in the virtual program

Should a student fall below a 70% in any course they will have 2 weeks to raise their grade through additional work or retakes. Parents/Guardians will be notified. If the grade remains below a 70% after those 2 weeks, the student will be required to attend the high school until the grade is a 70% or higher.

In the first 2 weeks of the semester this process will be condensed with little appreciable work meaning the student will be returned to the high school starting in week 3.

Add/Drop Online Courses

Students will be allowed to add/drop any virtual/homeschool class during the first 10 days of the course. Classes must be approved by the VLC. Exceptions will be considered due to extenuating circumstances. Students may also withdraw from the virtual school within the first 10 days without consequence.

Termination of Enrollment:

After the first 10 school days, the student's progress and grades will continuously be evaluated to determine if the virtual school is the best fit for them. Students are expected to maintain a 70% or higher grade level and be making the suggested progress (based on the calendar created in Edgenuity) for all enrolled courses. Should the student fall below a 60% or their progress fall behind by more than 3 weeks, >18 percentage points, they may be removed from all courses in the Somerset Virtual Program and may need to re-enroll in face-to-face school, home school or some other option.

Credits & Courses

Students in grades 6-12 may take a maximum of 6 credits per year or 6 courses per semester.

Grade Advancement and Graduation

Promotion of students in all grades will follow Board of Education policy for grade advancement and graduation. Students enrolled full time in Somerset Virtual will receive a Somerset High School Diploma.

School Activities

District enrolled high school students in the Somerset Virtual are eligible to participate in extracurricular activities and WIAA sports. This includes having their grades count towards GPA and being eligible to receive scholarships, honors, and the Wisconsin Academic Excellence Award.

Discipline Procedures

Violations to the Board of Education policies, student handbook, or school protocol will be handled expeditiously. Students who violate District regulations will face consequences in accordance with the student handbook, policies and procedures. Consequences could include removal from the Somerset Virtual Program.

District Resources

The District will provide the following:

- A commercially available curriculum that meets Wisconsin Standards
- Technology in the form of a District provided Chromebook
- Textbooks or novels that are required by Edgenuity
- Other course specific material, such as specialized equipment or programs, will not be provided but will be available on campus.

Educational Software, Online tools and Resources

Recognizing that technology has an important role in education, business, and the global economy, the School District of Somerset incorporates a wide variety of technology resources as part of its educational programs. Students use technology to complete assignments, communicate with teachers, and learn digital citizenship skills.

The School District uses Workspace for Education with two categories of Google services:

- **Core Services** (e.g. Gmail, Calendar, Docs, Sheets, Classroom, Meet)
- **Additional Services** (e.g. YouTube, Maps, Earth)

When students are using Core Services, Google's policies state that it does not collect personal information except to provide the services and does not allow advertising. When students are using Additional Services, Google's policies state that information can be collected and used to provide the services and develop new ones. Google reports it does not use personal information to target ads, but ads may be shown in Additional Services. The School District uses ad-blocking technology when students are logged on through a School District device. Detailed information about Google's policies is available at: <https://support.google.com/a/answer/6356441>

The District also uses many other online tools, resources, and learning management systems, many of which are listed on Classlink. In some instances, it is necessary to set up an online account for individual students. Accounts will be created for educational purposes only, and student data is entered into third party systems only to the minimal degree necessary for it to be functional as a tool for educational purposes.

By updating and accepting the annual Online Learning Record, parents allow students to access these essential online tools and resources and acknowledge that they are essential for learning in a 21st century classroom.

On Campus Requirements

Students will be required to come to campus for a variety of state and local assessments. These include state assessments at grades 6-11 to include the Wisconsin Forward Exam (grade 10), Pre-ACT (grade 9 & 10), and ACT with Writing (grade 11). Our local screener for math and reading is FastBridge. Screening will occur in grades 6-11 (three times per year) and may be taken remotely or on campus--this assessment is not optional. Students may also need to attend interventions or supports when required as well as other on campus activities.

Course Enrollment/Registration Procedure

All placements of students in virtual education classes are contingent upon space. In order to be considered for enrollment for an online class, a student and parent must make sure the following are in place:

- Student and parent(s) must read and understand the online course requirements and policies to determine if the student will be successful in an online course.
- Students will be full time virtual students only.
- Students may drop an online course within 10 days from starting the class. Notice must be provided in writing (email) to the VLC.
- Applications will be reviewed by a school district team.
- The VLC may set up a virtual meeting to discuss enrollment and go over program expectations.
- **If the program is deemed appropriate** for the student, all enrollment forms will be submitted.
- The VLC initiates the enrollment process in the appropriate course(s) in Edgenuity.

Grades

Assignments are graded just like the student is in a face-to-face course. Some assignments are graded automatically within the course, while the online instructor grades others. The student will receive comments from the teacher on completed assignments if applicable. If available, the student and/or parent/guardian, and VLC will be able to check progress by accessing the online grade book.

Following course completion, the VLC is responsible for turning in their grade report for transfer to the transcript. Students will follow District policy governing academic letter grades and pass/fail courses.

Grades 6-8

Our face-to-face 6-8 grading system is standards based while the virtual platform grades on percentages. These two systems do not align and do not translate. We can monitor progress against standards but final grades are reported out for the course. As we do not transcript grades in 6-8, record keeping for our students will be reflected as pass/fail with grades of 70% or higher receiving a 3 on report cards.

Grades 9-12

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

| Letter Grade | High % | Low % | Letter Grade | High % | Low % |
|--------------|--------|-------|--------------|--------|-------|
| A | 100% | 93% | C | 76.99% | 73% |
| A- | 92.99% | 90% | C- | 72.99% | 70% |
| B+ | 89.99% | 87% | D+ | 69.99% | 67% |
| B | 86.99% | 83% | D | 66.99% | 63% |
| B- | 82.99% | 80% | D- | 62.99% | 60% |
| C+ | 79.99% | 77% | F | 59.99% | 0% |

It is the expectation that students complete 100% of the course. All incomplete assignments will become 0s when computing final grades.

Academic and Career Planning (ACP)

Each student will be required to complete activities specific to ACP from grades 6-12 to support their college/career readiness plan.

Edgenuity Support for Exceptional Learners

Edgenuity’s online courses were built using evidence-based practices and feature instructional strategies, learning tools, and scaffolds designed to support the unique needs of all students.

The courses:

- Provide explicit instruction from expert on-screen instructors. The instructors offer clear and concise explanations, and use real-world examples to help students thoroughly understand subject matter.
- Model learning strategies. On-screen teachers clearly show students how to identify and use appropriate learning strategies, as well as how to monitor their own understanding of material.
- Make instruction accessible. The courses feature video lectures, graphic displays, text, and simulations. When completing tasks and assignments, students are asked to manipulate images, answer questions, highlight text, complete surveys, and fill out graphic organizers, allowing students to demonstrate their knowledge in a variety of ways.
- Are self-paced. Students can work through the courses at the pace that works for them, and can easily pick back up where they stopped, resulting in higher student motivation and engagement and no lost learning time.
- Feature several learning tools and scaffolds. The courses offer text translation, video captioning, text read aloud, a dynamic glossary and word look-up tool, and more, so students have everything they need to be successful in the course.

Students with Individual Education Plans, 504 Plan or EL Plan

Special Education, 504 and EL services will be provided through Somerset's support team. Case manager’s will provide an additional layer of support to students who have an IEP or 504 Plan. Case managers are able to assist the VLC and course teachers with:

- Student intake
- Course accommodations and modification
- Monitoring and reviewing performance
- Providing input on how these plans may need to change
- Providing support resources for IEP team meetings or parent conferences

Case Managers ensure student accommodations and modifications are supported by all educators, helping to better meet student needs so they can master subject material to be successful now and in the future.

Parent/Guardian & Student Resources

| 6-12 Resources |
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| 6-12 Student Guide 6-12 Parent Letter Requesting the Progress Report Email Email VLC - Brandon Berrey Understanding the Progress Report Email Understanding the Attendance Log Understanding Family Portal Progress Report Understanding the Course Report 6-12 scope & Sequence Concept Coaches - Concept Coaches Flier |

