

# *School District of Durand*

## **Virtual Education**

### Recommendations and Procedures

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## **What is Virtual Education?**

Virtual education is an instructional delivery model that does not require the student to be physically present in the same location as a teacher. It also requires special techniques of course design, special instructional techniques, special methods of communication by electronic and other technology, as well as organizational and administrative arrangements.

The objective of the virtual-learning initiative focuses on the needs of the individual student. It provides an opportunity for students to participate in curriculum online that will assist them in advancing through our educational system. Virtual learning may be a supplemental program for some students, or it may be a way to maintain enrollment for students at risk. Virtual learning can be a way to repeat a failed class, or to help with credit deficiencies. The intent is to have students be successful, and participate fully in their education.

### **Local Education Guide**

A local mentor will serve as the Local Education Guide (LEG) for the student who takes an online course. The student will also have an online instructor. Students will be able to communicate with the online instructor within the contents of the course or through e-mail. In addition, each student is required to have a “coach.” The coach may be a family member, neighbor, friend or other community member who would encourage the student to be successful in this learning environment and check with the student to ensure progress is being made in the online work. The LEG will remain in contact with the student and coach.

### **Student Commitment**

The commitment for the student must be to complete the online course. For full-time enrollment, the commitment to the program is the successful completion of at least one grade level per calendar year or whatever best meets the needs of the student as determined by the virtual learning team<sup>1</sup> and the student’s family. The LEG in cooperation with the student, online teacher, parents and coach will determine if the student can be successful in an online course by 10 days into the course. If a student leaves the online course option within the 10-day limit, an alternate placement will be made for the student. This placement will be determined by each school.

### **Consideration for Student Selection**

A virtual learning plan may be developed for a student if:

- Needs are not being met as noted by student, teacher, and parent
- Student possesses traits to be successful as an online learner.
- Student has a strong desire to succeed in an online opportunity

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<sup>1</sup> Virtual Learning Team: the people working with the student and family on course selection. The membership of the virtual learning team is to be determined by each site.

## **Curriculum**

An Individual Virtual Learning Plan that focuses on the needs of the student will be discussed with each student and parent. Curriculum may be supplemented to ensure courses are aligned with our state and local standards and benchmarks.

Curriculum will be purchased from vendors such as: Wisconsin Virtual School, NovaNet, APEX, Wisconsin Virtual School, BYU, Class.com, or other approved sites. Courses will be selected to meet the needs of each individual student.

## **State Required Assessment**

Students are required to take the Wisconsin Knowledge and Concepts Exam – Criterion Referenced Test (WKCE-CRT).

## **Course Enrollment/Registration Procedure**

In order to be considered enrolled and approved for online work, a student and parent must make sure the following is in place:

- All enrollments are contingent upon space and finances being available.
- The student, parent, and coach will meet for a pre-enrollment assessment with the LEG to discuss the following:
  - Read and understand the online course requirements and policies.
  - Review student application
  - Review and sign the Student / Parent Contract
  - Review and sign Academic Integrity form
  - If available, the student will complete the on-line tutorial.
  - Develop Individual Learning Plan
- Student/Teacher/Coach/LEG determine if the student will be successful in the online course by the 10-day mark of the course.
- It is the responsibility of the student to notify their teacher in writing that they are dropping the course within the 10-day limit. If this is not done and the student does not complete the course, the student will receive an “F” on his/her transcript. This will affect class rank and status.
- Course registration and timelines for completion will be specified.

## **Grade Advancement**

Promotion of students in all grades will follow Board of Education policy for grade advancement.

## **Support Services**

Existing support services such as guidance, school nurse, ELL, special education, Reading Specialists, Gifted and Talented Coordinator, etc., will be available to all students participating in online instruction.

## **School Activities**

Students will be allowed to participate in traditional school activities (co-curricular) in accordance with School Board Policy, and the WIAA. A student must be enrolled as a

full-time student of the Durand School District, defined as a minimum of 1.5 credits per nine (9) week period.

School-wide codes of conduct, dress, and athletic codes pertain to on-line students in the same manner as traditional school students. To maintain eligibility, a virtual education student must have successfully completed 1.5 credits at the conclusion of each grading period. Other rights and privileges are defined by school handbook and Board of Education policy.

### **Student Responsibility for Online Learning**

Students are required to:

- Complete all given assignments
- Initiate contact with online teacher as required by each specific course
- Stay on pace.
- Maintain on-going communication with LEG
- Seniors must complete all coursework and final tests by May 1<sup>st</sup> of Senior year

### **Keys to Success in Online Courses**

Students who are able to demonstrate the following discipline may be more successful at online coursework:

- Schedule time each day to work on the course. Make sure you log in as proof that you are still actively participating in the course.
- Read all information. The directions for completing assignments are written in the course.
- Communicate with your online teacher regularly via e-mail or by phone.

### **Grades**

Assignments are graded in similar fashion to traditional classes. Some assignments are graded automatically within the course, while the online teacher grades others. The student may receive comments from the online teacher on completed assignments. When available, the student or parent may be able to check progress by accessing the online grade book.

### **Discipline Procedures**

Students who violate district regulations will face consequences in accordance with student handbook, policies and procedures. Consequences could include removal from online courses.

## **School Board Policies applicable to online learning:**

Homebound Instruction

Grade Advancement 4<sup>th</sup>, 8<sup>th</sup>, 10<sup>th</sup>

High School Graduation

Internet/Online Safety Policy

School Admission

Entry/Reentry into School from Home Base Private Education Program

Full Time Student Status

Co-curricular codes

## **LEG Responsibilities**

1. Assists in assessing curricular needs and offers plans for improvement.
2. Maintains effective and efficient record keeping procedures.
3. Communicates effectively, both orally and in writing, with students, parents, and other professionals on a regular basis.
4. Provides encouragement for students to be actively engaged in the learning process.
5. Monitors student growth and achievement.
6. Establishes and maintains cooperative working relationships with students, parents, and schools.

## Student Application

### Online Learning Approval Form

**Enrollment cannot be completed without the information requested below. A parent or guardian may assist you.**

Date: \_\_\_\_\_ Requested start date: \_\_\_\_\_

Student Name: \_\_\_\_\_ SS# \_\_\_\_\_

Current Address: \_\_\_\_\_  
Street Number City

Phone(s): \_\_\_\_\_

Email Address: \_\_\_\_\_

Current Grade in School: \_\_\_\_\_

Date of Birth: \_\_\_/\_\_\_/\_\_\_ Gender: \_\_\_Female \_\_\_Male

Parent/Guardian Name: \_\_\_\_\_

Parent Email Address: \_\_\_\_\_

Who will serve as coach: \_\_\_\_\_

Online enrollment status: (circle one) Full-time Part-time

If not full-time, number of courses requested: \_\_\_\_\_

Do you have access to a computer with Internet access outside of school? \_\_\_\_\_

Have you ever taken an online course? YES NO

If YES, please list course(s), grade(s), and date completed.

Can you guarantee 5-10 hours of independent work per week for each online course?  
YES NO

Do you consider yourself a good manager of your work time? \_\_\_\_\_

When do you plan to access your course? Daily: \_\_\_\_\_ Every other day: \_\_\_\_\_

What time of day will you be accessing your courses? \_\_\_\_\_

What is your primary reason for using online education as an option?

(Select all that apply)

- Home School Student
- Trying to make up credit
- Completing graduation requirement(s)
- Currently under an expulsion
- No summer school program available
- Enrolled in alternative school
- Homebound/extended illness
- Taking classes not offered on campus
- Other (please specify) \_\_\_\_\_

**Student Narrative:**

Explain why you feel an online learning environment will meet your educational needs.

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



Learning in an online school environment requires a great deal of self-discipline, motivation and initiative to complete each course on time. Explain how you think this commitment will impact your life.

When and where in your schedule will you be able to structure the time and environment to make this a successful experience? What might a typical week's learning experience look like for you?

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Parent/Guardian, Coach:**

In what ways will you be able to support and encourage this student in an online school environment? Do you feel that this student possesses the motivation, initiative, and positive attitude that are essential to being successful in such a flexible learning environment?

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Coach Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please return form to:

School District of Durand  
604 7<sup>th</sup> Ave. East  
Durand, WI 54701

For additional information contact: Building Guidance Counselor:  
Arkansas: 715-285-5315  
Durand: 715-672-8921

## **Student / Parent Contract**

**Access to the technology utilized during an online course imposes certain responsibilities and obligations. Appropriate use is defined as ethical, honest, and legal. It demonstrates respect for physical and intellectual property, system security protocols, and individuals' rights to privacy as well as freedom from intimidation, harassment, and unwarranted annoyances.**

### **The student and parent shall understand that:**

1. Course resources should be used for authorized purposes only.
2. Use only legal versions of copyrighted software in compliance with licensing agreements.
3. Students are expected to protect the privacy of students and staff and not publish or distribute email addresses outside of the class members. This information is for class purposes only.
4. Inappropriate language or messages will not be tolerated. Keep in mind that anything done on the computer can be retrieved and printed at any time.
5. Students will follow rules, written and unwritten pertaining to Internet etiquette and communicate respectfully to all people. Students will not attempt to bypass security protocols.
6. You are liable for any improper use of the Internet and/or email. If using a district Internet account your email and Internet use will be tracked. Any improper use will result in loss of use of district equipment and services.
7. Students in their Senior year of high school, must have all of their coursework and final tests completed prior to May 1<sup>st</sup> of their Senior year in order to meet the school's transcript and class rank calculation commitments.

### **Computer and Software Policy**

1. If providing your own equipment, minimum system requirements include Windows 98, a modem and a CD-ROM drive. Technical support (if any) will be determined by the local school district.
2. Students may request a loan of equipment if viable computer equipment is not available in the home and they qualify under District guidelines. The computer/modem would need to be picked up, at which time you would be briefly trained in its setup.
3. If you are experiencing technical problems first use the HELP options within your course. If further technical assistance is needed, ask your online teacher. If problem persists, contact the LEG. If the problem is with the district equipment, the LEG should be contacted. This person will in turn contact the appropriate support.
4. Installation of hardware or software on district equipment is prohibited.
5. If you use a dial-up modem, be aware of the following:
  - i. If you only have one phone line, call waiting will need to be disabled. Please be aware that while the student is working online the phone will not be accessible to others in the household. Incoming calls will receive a busy signal.

- ii. If there is a second line in the home, it may be used for the computer access.

### **Damage or Abuse**

Any abuse or intentional damage to district equipment or software will result in possible prosecution and termination of opportunities for use.

### **Accidental Damage or Infraction of Use**

If something is not working on the district computer, report it immediately to the LEG. If you receive any inappropriate information via e-mail or from the Internet, you must report this information to the LEG immediately in order to maintain access to the equipment and Internet.

### **Academic Honor Policy**

1. Exercise responsible, ethical behavior. Remember that Internet information ranges from being useful and scholarly to being incorrect and offensive. .
2. No one other than the enrolled student can complete any portion of an assignment, activity or exam.
3. No one other than the enrolled student can make revisions to an assignment, activity or exam.

### **Course Progress Expectations**

1. Students may be terminated for not meeting academic expectations.
2. Attendance for school is measured by submission of assignments and activities, communication with the teacher, discussion threads and any other teacher directed activities and interaction with online lessons.

### **Termination of Access**

Progress on coursework is a necessity to continue access to district equipment. If a student is terminated from a course the borrowed equipment must be returned immediately.

***I have read and understand the above and agree to abide by these expectations. Failure to do so may result in investigation and consequences up to and including being terminated from the online course.***

Student \_\_\_\_\_ Date \_\_\_\_\_

Parent \_\_\_\_\_ Date \_\_\_\_\_

## District Equipment Checkout

Equipment Identification: \_\_\_\_\_

Serial numbers:

Computer \_\_\_\_\_

Monitor (if separate) \_\_\_\_\_

Modem \_\_\_\_\_

Internet Account is the responsibility of the student.

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*I have read and understand the above online course expectations. I agree to support the implementation of these guidelines.*

Student Signature: \_\_\_\_\_ Date \_\_\_\_\_

Parent/Guardian signature \_\_\_\_\_ Date \_\_\_\_\_

## Academic Integrity

Academic honesty is a cornerstone of education. It is expected that all schoolwork submitted for the purpose of meeting course requirements represent the original efforts of the individual student. This includes but is not limited to: test taking, homework, class assignments, and the original creation of essays, compositions, term papers and scientific research. All work submitted by a student should be a true reflection of that person's effort and ability. If such is not the case, then the student has demonstrated unacceptable academic behavior and is subject to disciplinary action. Administrators, faculty, students and families are all important contributors to the upholding of academic integrity in the school learning community.

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

- Turning in a paper retrieved from an internet source as one's own
- Using another student's work in whole or part and handing it in as one's own work without citing the source.
- Using another person's idea, opinion, or theory without citing the source.
- Using any facts, statistics, graphs, drawings, pictures, sounds or other pieces of information that you found from any source that is not common knowledge, without citing the source.
- Using quotations of another person's actual spoken or written work without citing the source.
- Paraphrasing (putting into your own works) another person's unique ideas, spoken or written, without citing the source.

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

Plagiarism will result in a "zero" (no credit) on the assigned paper or project.

Teachers will provide written documentation of the plagiarism and will use the following procedure:

- A. Discussion with the student.
- B. Referral to the school principal or assistant principal
- C. Call to the parent by the principal or teacher
- D. Principal's referral to co-curricular coaches/advisors and National Honor Society as applicable.

When plagiarism is found to have taken place, the student must still meet the minimum requirement(s) of the course by rewriting the assignment according to teacher

specifications. The student's grade on the rewritten assignment will be no higher than "C." Failure to rewrite the assignment will result in an "F" for that assignment.

A second plagiarism offense will automatically result in an "F" for the course. Any plagiarism will result in the student's ineligibility for membership into the National Honor Society, and is also in violation of the co-curricular code.

*My signature indicates that I have read and understand the above policy.*

Student signature \_\_\_\_\_ Date \_\_\_\_\_

Parent/Guardian signature \_\_\_\_\_ Date \_\_\_\_\_