

SOLON SPRINGS VIRTUAL PROGRAM

Program Guide

Program Introduction

The School District of Solon Springs has partnered with Connections Education to form the Solon Springs Virtual Program. This program allows student at any grade level to complete their education in either an fully online or blended online-onsite manner. Students within the program have full access to a wide array of courses with Wisconsin Certified instructors through Connections Education as well as those courses offered onsite by the teachers of the School District of Solon Springs.

All students enrolled in the Solon Springs Virtual Program are considered students of the School District of Solon Springs and have opportunities to participate fully in class field trips, cocurricular, and extracurricular opportunities as a part of our school.

Virtual Course teachers are provided through the partnership with Connections Education. The program is monitored and operated locally by Solon Springs School District Personnel:

School District Administrator:	Frank Helquist
School District Principal:	Geraldine Muller
Virtual Program Coordinator and Enrollment Specialist	
School District Counselor:	Russ Nelson
Virtual Program Supervisor, MS/HS Social Studies Instructor:	Bruce Meyers
Director of Special Education:	Jessica Golburg

Individual student data will be considered a student education record and will not be released to unauthorized individuals or entities without parental consent in accordance with the Family

Educational Rights and Privacy Act (FERPA). All Internet-based instruction shall be conducted in accordance with applicable laws and regulations that have been established by federal and state statutes and agencies, including rules and regulations established by the School District of Solon Springs.

The School must provide at least the same access to the high school campus and student directory information as is provided to other entities offering educational or employment opportunities to those students to the Armed Forces. "Armed forces" means all United States Armed Forces Branches and their reserve components as well as the United States Coast Guard. Any parent/guardian wishing to have this information withheld shall provide notice in writing to the District to refuse disclosure to any and all directory information to outside entities.

No individual student data obtained through participation in Internet-based instruction courses shall be used for any purposes other than those that support instruction of the individual student. Data

collected on an individual student shall be used solely for the purpose of determining the student's progress and completion of the course.

Students earning credit by means of Internet-based courses shall be required to participate in all assessments required the School District of Solon Springs and the State of Wisconsin. Students shall be required to participate in these assessments at the school site where they are enrolled.

Educational Materials

Technical Requirements and Allowable Links:

PC Users	Mac Users
Operating System <ul style="list-style-type: none"> Windows Vista Windows 7 Windows 8 	Operating System <ul style="list-style-type: none"> Mac OS X 10.7 or later
Hardware <ul style="list-style-type: none"> Processor: 1.5 GHz Memory: 1 GB RAM CD-ROM: 8X or better Monitor: 15 inch color display (17 inch recommended) Audio: 16 bit sound card with speakers and/or headphones Printer: Black, inkjet printer Video: XGA (1024x768 resolution) Internet: High Speed Internet Connection (e.g. Cable, DLS, FiOS) strongly recommended. Users with 56kbps modems may be unable to participate in some activities. 	Hardware <ul style="list-style-type: none"> Processor: 1.5 GHz Memory: 512 MB CD-ROM: 8X or better Monitor: 15 inch color display (17 inch recommended) Audio: 16 bit sound card with speakers and/or headphones Printer: Black, inkjet printer Video: XGA (1024x768 resolution) Internet: High Speed Internet Connection (e.g. Cable, DLS, FiOS) strongly recommended. Users with 56kbps modems may be unable to participate in some activities.
Browser <ul style="list-style-type: none"> Microsoft Internet Explorer® Mozilla Firefox Google Chrome™ 	Browser <ul style="list-style-type: none"> Apple Safari Mozilla Firefox Google Chrome™
Other Software <ul style="list-style-type: none"> Windows Media Player Adobe Flash Player Adobe Acrobat Microsoft Office or other Productivity Software (Google Docs) 	Other Software <ul style="list-style-type: none"> Flip4Mac version 2.2 or higher Adobe Flash Player version 10.1 or higher Adobe Acrobat Reader version 9 or higher

- | | |
|--|---|
| | <ul style="list-style-type: none">• Microsoft Office 2008 or other Productivity Software Compatible with Microsoft Word and Excel |
|--|---|

Browser Checker: You can test your system requirements at <https://checkmybrowser.connexus.com>

General Supplies You Need

Here are some of the general school supplies* you will want to gather or purchase before the start of your school year:

- Dictionary
- Pens, pencils, highlighters, paper, note cards, colored pens and markers
- Chalk, glue, water colors, paint brushes, crayons, tape, scissors (K-5)
- File folders and spiral or composition notebooks
- Ruler with centimeter and inch markings (Math 4–8)
- Protractor (Math 5–8); Compass (Math 6–8)
- Printer paper and ink cartridges (extras)

*This general supply list does not include specific supplies you will need for courses such as Science.

Set Up Your Learning Space and Computer Equipment

Before school starts, be sure that you have a functioning computer, printer, and high-speed Internet. Set up your “learning area” around the computer:

- Dedicate space for school materials and supplies.
- Make your “classroom” in a quiet area free of distractions.
- Create a filing system for portfolio assignments, student work, and important papers.
- Create a showcase area to display your student’s work.
- Review your calendar and post the daily routine.

Solon Springs Virtual Program-Educational Levels

Elementary Programming (K-5)

Students in Elementary Grades (K-5) are expected to meet requirements for the four core elementary subjects of English/Language Arts, Math, Social Studies, and Science. All four of these subjects are offered to students both fully online, or blended online/onsite.

Students in these grades are also welcomed to enhance their skills in elective areas of their choice including Art, Music, Technology, Health, PE, and World Languages.

Middle School Programming (6-8)

Similar to Elementary Students, Students in Middle School Grades (6-8) are expected to complete the four course subject areas of English/Language Arts, Math, Social Studies, and Science. Additionally students in Middle School should participate in two ½ year elective experiences selected from areas including Art, Music, World Languages, Health/Physical Education, Business, and Technology.

In addition to the classroom requirements, beginning in Middle School, Solon Springs Virtual Program Enrollees will participate in Academic and Career Planning (ACP). The ACP programming will allow them to work independently and with staff guidance to help them learn more about careers and begin building a career portfolio. The career portfolio will serve as a middle school capstone experience as outlined in the School District of Solon Springs Academic and Career Plan.

High School Programming (9-12)

Students in the High School Program in the Solon Springs Virtual Program are expected to meet the graduation requirements as outlined here. Each Semester Length Virtual Program Course is worth ½ Academic Credit. 26 Academic Credits are required for graduation.

The Following Credits are required to reach the 26 required credits:

- 4 Credits English
- 4 Credits Social Studies/History
- 3 Credits Science
- 3 Credits Mathematics
- 1 ½ Credits Physical Education
- ½ Credit Health
- ½ Credit Introduction to Computer Applications or Microsoft Office Applications
- ½ Credit Personal Finance or Financial Literacy
- ½ Credit Career Exploration
- 8 ½ Credits of Student Elective Courses – Electives may be drawn from various elective categories such as (Business Management, Career and Technical Education, World Languages and Technology Courses).

In addition to the above 26 credits, students must complete an Academic and Career Plan (ACP). In High School the ACP and students will be expected to complete given portfolio requirements at each grade level. The final portfolio will be scored as a senior capstone experience and is required for graduation.

The Solon Springs Virtual Program also offers Advanced Placement (AP) Courses to Eleventh and Twelfth Grade Students who maintain a minimum of a 3.0 Cumulative GPA (B Average) during their high school years. Advanced Placement Courses will be awarded honors level GPA (5.0 = A).

High School Students are required to take a minimum of 6 ½ Credits per year and may enroll for up to a maximum 8 credits per year.

Enrollment Requirements

Students enrolling in Solon Springs Virtual Academy must maintain a high standard of education and consistently meet completion and performance guidelines. Students should therefore maintain good academic standing at all times.

Elementary Students

In order to be in good standing:

- Students are expected to maintain a passing grade average (60%) in all courses for which they are enrolled.
- Students are expected to maintain adequate progress throughout the academic year. At no point should students be more than 20 assignments behind.

Sanctions:

If, after any mid-quarter or end of quarter report, a student is found not to be in good standing:

1. A formal warning letter will be sent to the family and the student by the Virtual Program Supervisor informing them of the requirements that are not currently being met explaining the need to rectify the current situation.

If the student is not in good standing in either of the next two grading intervals (mid-quarter or end of quarter):

2. A meeting with the Parent/Guardian, Program Supervisor, Program Coordinator and the School Principal or District Administrator will be mandatory. At this meeting a Student Improvement Plan will be created to return the student to good academic standing.

If the student is not in good standing in either of the next two grading intervals (mid-quarter or end of quarter) or fails to meet the requirements of the Student Improvement Plan:

3. A student will be dismissed from this program and a meeting with School Administration and the Program Coordinator will determine future educational placement.

Middle School Students

In order to be in good standing:

- Students are expected to maintain a passing grade average (60%) in all courses for which they are enrolled.
- Students are expected to maintain adequate progress throughout the academic year. At no point should students be more than 20 assignments behind.
- Complete annually required portfolio elements as required by a student's ACP.
- Comply with all facets of the Student Honor Code included as part of the application.¹

Sanctions:

If, after any mid-quarter or end of quarter report, a student is found not to be in good standing:

1. A formal warning letter will be sent to the family and the student by the Virtual Program Supervisor informing them of the requirements that are not currently being met explaining the need to rectify the current situation.

If the student is not in good standing in either of the next two grading intervals (mid-quarter or end of quarter):

2. A meeting with the Parent/Guardian, Program Supervisor, Program Coordinator and the School Principal or District Administrator will be mandatory. At this meeting a Student Improvement Plan will be created to return the student to good academic standing.

If the student is not in good standing in either of the next two grading intervals (mid-quarter or end of quarter) or fails to meet the requirements of the Student Improvement Plan:

3. A student will be dismissed from this program and a meeting with School Administration and the Program Coordinator will determine future educational placement.

High School Students

In order to be in good standing:

- Students are expected to maintain a "C" grade average (2.0 GPA) in all courses for which they are enrolled.
- Students are expected to maintain adequate progress throughout the academic year. At no point should students be more than 20 assignments behind.
- Complete annually required portfolio elements as required by a student's ACP.
- Be on track to earn no less than 6.5 credits during one academic year.
- Comply with all facets of the Student Honor Code included as part of the application.*

Sanctions:

If, after any mid-quarter or end of quarter report, a student is found not to be in good standing:

¹ Failure to comply with honor code may advance directly to Stage Two or Three of Sanctions depending on the severity.

1. A formal warning letter will be sent to the family and the student by the Virtual Program Supervisor informing them of the requirements that are not currently being met explaining the need to rectify the current situation.

If the student is not in good standing in either of the next two grading intervals (mid-quarter or end of quarter):

2. A meeting with the Parent/Guardian, Program Supervisor, Program Coordinator and the School Principal or District Administrator will be mandatory. At this meeting a Student Improvement Plan will be created to return the student to good academic standing.

If the student is not in good standing in either of the next two grading intervals (mid-quarter or end of quarter) or fails to meet the requirements of the Student Improvement Plan:

3. A student will be dismissed from this program and a meeting with School Administration and the Program Coordinator will determine future educational placement.

Students with IEP's or 504 Plans

The American's with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act provide that no individual will be discriminated against on the basis of disability. This protection applies not just to the student, but to all individuals who have access to the District's programs and facilities. This includes access to the Solon Springs Virtual Program.

A student can access Special Education services through proper evaluation and placement procedures. Parent involvement in this procedure is generally required. More importantly, the program encourages parents to be active participants. To inquire about Special Education programs or services, a parent should contact the Special Education Director.

The program is committed to identifying, evaluating, and providing a free and appropriate public education ("FAPE") to students within its jurisdiction who are disabled within the definition of Section 504 regardless of the nature of their disability.

Services are also available to students with Limited English Proficiency. To inquire about programs and services, a parent should contact the District Principal.

Non-Discrimination Policy

It is the policy of the Solon Springs Virtual Program to provide an equal education opportunity for all students. The right of a student to be admitted to school and to participate fully in curricular, extra-curricular, student services, recreation or other programs or activities shall not be abridged or impaired based on the traits of sex (including transgender status, change of sex, or gender identity), race, color, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability or other characteristic protected by

Federal or state civil rights laws or other protected characteristics as well as place of residence within District boundaries, or social or economic background.

Local and State Testing

Students enrolled in the Solon Springs Virtual Program are required to participate in State and Local Testing which must be proctored onsite at the Solon Springs School by school based personnel. Further information about Local and State testing can be found on the School District's Guidance and Counseling Page at <https://sites.google.com/a/solonk12.net/counseling/> or the Wisconsin Department of Public Instruction (DPI) site at <http://dpi.wi.gov/assessment>.

Grades K-2

Students in Grades K-2 must take the District accept measure of reading readiness known as the Phonological Awareness Literacy Screening (PALS) in the fall and spring of the year.

Grades 3-8, 10

Students in Grades 3-8 and 10 will participate in the Wisconsin Forward Exam in the spring.

- All Students will test in Reading/ELA and Mathematics
- Students in Grades 4, 8, and 10 will also test in Social Studies
- Students in grades 4 and 8 will also test in Science

Grades 9-10

Students in Grades 9 and 10 will participate in the ACT Aspire in the Spring. The Aspire Test will cover English Language Arts, Mathematics, Writing, and Science.

Grade 11

Students in Grade 11 are required to take the ACT+Writing and the ACT Workkeys exams that are proctored in the Springs. These tests span over two days and take place in late February or early March.

Students in Grade 11 are also provided the opportunity (for a small fee) to take the PSAT/NMSQT test. This assessment offers students a great practice of formal testing situations and results provide them an opportunity prior to take college and career qualifying tests like the ACT+Writing and ACT Workkeys to find skills that they may need to further develop. This test also can qualify for entrance into the National Merit Scholarship Program.

Finally, Students in Grade 11 are provided the opportunity to take the Armed Services Vocational Aptitude Battery (ASVAB). This test provides students with an assessment of skills as they relate to various workforce sectors. It is required by branches of the military to help measure qualifications for various military jobs, but is a good measure of skills for anyone interested in learning more about potential future career fits. This test is provided free of charge.

Enrollment and Calendar

The Solon Springs Virtual Program will operate under the School District of Solon Springs Calendar in terms of mid-quarter, end of quarter, and end of semester dates for the purposes of grading. Note that in order for grades to be certified all work must be completed one week prior to the end of term deadlines. This allows instructors time to grade work presented. Students are allowed the freedom to self pace through the program and set their own working hours. Should the need for an extension arise, or should a student be expected to be away from the online classroom environment for an extended length of time the Program Coordinator should be notified so that proper accommodations may be made.

Enrollment/Add Drop Deadlines

Fall Semester: Enrollment Deadline – August 15

Deadline to Drop/Add Classes or Alter course Schedule -- September 10

Spring Semester: Enrollment Deadline -- December 15

Deadline to Drop/Add Classes or Alter course Schedule – January 25

APPLICATION TO PARTICIPATE IN SOLON SPRINGS VIRTUAL PROGRAM

Please fully complete the information below and return to the Solon Springs Virtual Program Coordinator no later than:

August 15 for registration in the Fall Semester

December 15 for registration in the Spring Semester

Student Name: _____

DOB _____

Gender: M F

Street Address: _____

City _____ State _____ Zip _____

Circle One: Full Time Virtual Individual Virtual Course (Part Time Virtual)

Grade Level _____

Student Has: IEP 504 Neither

Student Email Address _____

Guardian 1 (Primary)

Guardian Name: _____

Guardian E-Mail Address _____

Guardian Telephone # _____

Guardian 2

Guardian Name: _____

Guardian E-Mail Address _____

Guardian Telephone # _____

Course Registration

Solon Springs Virtual Program and Connections Learning operate on a semester basis please use the table below to select courses for the appropriate semester. This page should be completed with assistance of the Virtual Program Coordinator or Virtual Program Supervisor who should approve this schedule.

Student Name: _____

Grade Level _____

<u>Fall Semester</u>	<u>Spring Semester</u>

Student Signature: _____

Parent Signature: : _____

Coordinator/Supervisor Signature: : _____

Parent/Guardian/Caretaker Agreement

As a Parent/Guardian/Caretaker of a Student in Solon Springs Virtual Program I agree:

Educational Decisions:

- I am responsible to assist my student meet deadlines as outlined by the school calendar.
- I am responsible for my transporting my student for his/her participation in onsite school activities.
- I am responsible for ensuring my student is at the school to take the required local and state tests.
- I understand that I am responsible for reviewing family and enrollment information and will notify the school immediately of any errors or changes.

Connexus Learning

Connexus Learning contains nearly all of the tools and resources that you and your student need for school. After enrolling in Solon Springs Virtual Program, you will use Connexus to manage your student's education. Your student will use Connexus to complete coursework and communicate with his or her teachers and other students. The following items relate to the use of Connexus.

- I agree to comply with all federal and state laws and applicable School District of Solon Springs policies, terms and conditions with regard to my access to Connexus.
- I will not use Connexus for the purpose of creating a hostile environment by harassing, threatening, intimidating, degrading or abusing any Connexus user.
- I understand that I'm being provided full access to Connexus with respect to the student I am registering who will be enrolled in the Solon Springs Virtual Program.
- I agree to access Connexus solely for the purpose for which it is intended.

Hardware

You and your student will need regular computer and Internet access to complete this program. Refer to the Hardware and Connectivity section of this handbook to determine if your equipment meets these standards.

Documentation and Records

- I understand that students in Solon Springs Virtual Program are held to the standards and practices outlined in this handbook and to the policies of the School District of Solon Springs.
 - If your student participates in onsite classes or District cocurricular or extracurricular activities, handbooks governing those areas also apply.
- All information that is provided in the program application is accurate.
- There is no current court order that restricts my access to the student's educational records or prevents me from making educational decisions regarding the student listed as program applicant.
- I understand that it is my responsibility should any information regarding this application change to notify the Solon Springs Virtual Program Coordinator Immediately.

Parent/Guardian/Caretaker Name (Printed) _____

Signature: _____ Date _____

Student Agreement

As a student in the Solon Springs Virtual Program you agree:

- Your duty is to learn to the best of your abilities.
- You will take age-appropriate individual responsibility for their own learning: applying themselves to their studies in a focused and serious manner, working hard, becoming engaged in the lessons and activities, asking questions, exploring their personal interests, improving areas of academic weaknesses, capitalizing on strengths, maintaining contact with their teachers and responding to teacher messages—and at all times completing their own work and upholding the principles of the Honor Code. Students are expected to maintain regular contact with their teachers and respond promptly to teacher messages.
- You are responsible for developing your own schedule to fit your specific education and other needs. However, you must consistently meet the requirements for each class and outlined within this handbook.
- You must be available during regular school hours for any required phone conferences or participation in LiveLesson Sessions unless proper arrangements have been made. Most teachers, and local Program Staff are only available during school hours.
- You will have nearly daily contact with Teachers through a combination of phone calls, WebMail Messages, LiveLessons or face to face interactions.
- You will follow all policies and are subject to all rules and sanctions laid out in this handbook and School District of Solon Springs Policies.
- You will participate in local and statewide required assessments.
- If you participate in any onsite classes, or cocurricular, or extracurricular activities you are subject to the policies and handbooks governing those activities.

Student Name Printed: _____

Student Signature: _____ Date: _____

Parent Name Printed: _____

Parent Signature: _____ Date: _____

Solon Springs Virtual Program Honor Code

Solon Springs Virtual Program is a virtual school dedicated to student achievement at the highest level, expects academic honesty to be a core value for all its students, parents, and staff. By making the choice to enroll in an alternative, study-at-home program, our students (and/or their parents/legal guardians) have taken charge of their education and demonstrated a genuine desire to fulfill their academic potential.

Cheating, plagiarizing, or other acts of academic dishonesty are directly counter to the principles of academic excellence and harm most those students who engage in such activities—they cheat themselves of the opportunity to fully develop their intellectual abilities. Our Honor Code serves to reinforce our students' commitment to academic excellence, and all students in grades six and above must sign this Honor Code as part of the enrollment process.

I know that academic honesty is critical to my own success, as well as to the mission of my School. I also understand that an Honor Code is, by its nature, limited not only to those situations spelled out in the code, but includes the spirit of honesty and ethics implied by the written code. I agree that I will uphold not only the letter of this code but also its implied intent of ongoing commitment to full academic honesty.

I agree that I will...

- never submit work of any kind that is not my own, nor ever give my work to other students to submit as their own.
- never post exam or quiz answers on the Internet or in other public places, nor use answers from posted exams or quizzes.
- never provide a forged document or signature to the School.
- never plagiarize in written, oral, or creative work.
- be well-informed about plagiarism and not use “lack of knowledge” as a reason for engaging in plagiarism.
- take assessments only after I have completed the lessons leading up to that test or quiz.
- never give or receive unauthorized assistance on assessments. I understand that all assessments are “closed-book” and that my Learning Coach shall not provide assistance in determining answers on assessments.
- adhere to Student Conduct guidelines for proper use of the Internet
- accept the consequences, including disciplinary action, of breaking this Honor Code.

My signature below confirms that I have read, and agree to abide by, the Solon Springs Virtual Academy Honor Code.

Student Name Printed: _____

Student Signature: _____ Date: _____

Parent/Guardian Approval:

I have read the above information regarding enrollment in the Solon Springs Virtual Program and agree

that my student: _____ will participate in this program.

Parent/Guardian/Caretaker Name Printed: _____

Parent/Guardian Signature: _____ Date: _____