

Eagles' Wings Virtual Charter School

Program Handbook and Registration Guide

Table of Contents

Program Introduction	2
Non-Discrimination	3
Educational Materials	4
Pearson Technical Requirements and Allowable Links: (Pearson)	4
System Requirements	4
Hardware and Software	4
Mobile Devices and Third-Party Curriculum	5
Connectivity Requirements	5
General Supplies You Need	6
Set Up Your Learning Space and Computer Equipment	6
Eagles' Wings Virtual Charter School-Educational Levels	7
Elementary Programming (K-5)	7
Middle School Programming (6-8)	7
High School Programming (9-12)	7
The Following Credits are required to reach the 26 required credits:	7
The Learning Coach	8
Enrollment Requirements	8
Elementary Students	8
Sanctions:	8
Middle School Students	9
Sanctions:	9
High School Students	10
Sanctions:	10
Students with IEPs or 504 Plans	10
Local and State Testing	11
Grades K-2	11
Grades 3-8, 10	11
Grades 9-10	11
Grade 11	11
Enrollment and Calendar	12
Enrollment/Add Drop Deadlines	12
APPLICATION TO PARTICIPATE IN SOLON SPRINGS VIRTUAL PROGRAM	12
Course Registration	12
Parent/Guardian/Caretaker Agreement	12

Educational Decisions:	13
Pearson Learning (Shoulr	13
Pearson 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 Pearson to manage your student’s education. Your student will use Pearson to complete coursework and communicate with his or her teachers and other students. The following items relate to the use of Pearson.	13
Hardware	13
Documentation and Records	13
Student Agreement	14
EWVCS Honor Code	14

Program Introduction

The Eagles’ Wings Virtual Charter School is an instrumentality of the School District of Solon Springs. We partner with Connections Education and FuelEd to provide educational flexibility to families living within the boundaries of the School District of Solon Springs and those who wish to enroll into the district.

All students enrolled in The Eagles’ WIngs Virtual Charter School are considered students of the School District of Solon Springs. They will have access to all of the same opportunities as the students in the brick and mortar school including the opportunity to participate fully in class field trips, co curricular, and extracurricular opportunities as part of the School District.

Virtual Courses are taught by Wisconsin Licensed Teachers through our contracted services with Connections Education and FuelEd. Additionally, EWVCS has local administration and staff located in Solon Springs, which is under the direction of the EWVCS Governance Board.

EWVCS -- Governance Board:

Ida Sampson	President
Jolie Little	Vice President/Secretary
Stacy Burfield	Board member
Brandon Golburg	Board member
Jason Clifton	School Board Representative

Local EWVCS Staff

School District Administrator:	Peter Hopke
School District Principal:	Holly Jones
School District Counselor:	Diana Raunio
Virtual Program Coordinator/Learning Coaches:	Jennifer Makela
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.

Non-Discrimination

It is the policy of Eagles' Wings Virtual Charter School and the School District of Solon Springs 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, recreational 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 (hereinafter referred to as "Protected Characteristics") or other protected characteristics as well as place of residence within the District boundaries, or social or economic background.

Students who have been identified as having an impairment or disability under Section 504 of the Rehabilitation Act or the Americans with Disabilities Act shall be provided with appropriate education services. Parents who have questions should contact Jessica Golburg – 715-378-2263 ex. 209.

Any person who believes that the Solon Springs School or any staff person has discriminated against them in violation of this policy may file a complaint. A formal complaint can be made in writing to a School Compliance Officer listed below:

Dale Rajala
Equity Coordinator
715-378-2263
8993 E. Baldwin Avenue
drajala@solonk12.net

Holly Jones
Principal
715-378-2263
8993 E. Baldwin Avenue
gmuller@solonk12.net

Educational Materials

Pearson Technical Requirements and Allowable Links: (Pearson)

Device Requirements

<p>Operating System</p> <p>Windows 8.1 or later</p> <p>Mac OS 10.13 or later</p>	<p>Connectivity</p> <p>Broadband connection is required.</p> <p>Use the chart on the FCC Household Broadband Guide to assist with selecting the appropriate speed.</p> <ul style="list-style-type: none"> ● For one student a minimum download speed of 4mbps. ● For two or more students, a minimum download speed of 8mbps. <p><i>If you have a satellite connection, you may experience performance issues depending on weather and latency.</i></p>
<p>Browsers</p> <p>Google Chrome</p> <p>Mozilla Firefox</p> <p>Microsoft Edge (Windows 10 only)</p> <p>Apple Safari</p>	

<p>Plugins</p> <p>Adobe Reader DC</p> <p>Adobe Connect (recommended for LiveLesson)</p> <p>VLC Media Player (Mac Only)</p>	<p>For LiveLesson sessions and other Pearson Connexus content, the following TCP and UDP ports must be open:</p> <ul style="list-style-type: none"> ● 80 ● 443 ● 1935
<p>Software</p> <p>An office productivity suite such as Microsoft Office or LibreOffice, a free productivity suite compatible with Microsoft Office files formats or the ability to open Office files on mobile devices</p>	<p>Hardware</p> <p>Desktop and laptop computers</p> <p>Mobile Devices: While we have a wide range of content available that works great on iPads/Chromebooks/tablets, the end-to-end course experience is not as polished if a mobile device is the only device students use.</p> <p>For more information on Chromebook/iPad compatibility, review this article.</p>
<p>Other Helpful Links</p> <p>Please review the Domain Allow-List for a helpful URL Whitelist.</p> <p>Pearson Virtual School is dedicated to making Pearson Connexus accessible.</p> <p>Supported formats and file sizes.</p> <p>Pearson Connexus Data Limits.</p> <p>HTM editor and browser setting.</p> <p>* Popup blocker should be enabled or allowed for our website, as many courses contain additional content that will open in a new window.</p>	

Technical Notice for Chromebook Users: Limitation when Conducting LiveLesson® Sessions via Adobe Connect

Chromebooks, by design, utilize the web browser version of the Adobe Connect application.

Chromebooks are not able to utilize the Adobe Connect desktop application, which is what enables Interactive Screen Sharing during a Live Lesson Session.

This means Chromebook users are unable to engage in Interactive Screen Sharing because they must use the web browser version of Adobe Connect. (Files may be shared via alternate methods such as WebMail or Email.)

Screen Sharing is NOT available to Chromebook users when they are in a LiveLesson Session conducted via Adobe Connect on the web.

Classes that are not compatible with Chromebook may not be available for students to take.

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.

Eagles’ Wings Virtual Charter School-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
- ½ Credit Community Service
- 8 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).

For ½ credit of Community Service students must complete 80 document hours of volunteer service to the community. These hours must be documented on the appropriate form and submitted to the high school office.

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.

The Learning Coach

Students in the Solon Springs Virtual Program will be expected to meet regularly with their Learning Coach. It is highly encouraged that these meetings are in person, but if necessary they may take place virtually or via teleconference. These meetings are mandatory to stay in good standing as a student.

Enrollment Requirements

Students enrolling EWVCS 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. Students should be at 25% complete with the class at mid first quarter, 50% quarter, 75% second mid quarter, 100% end of semester for classes graded as a semester)
- Students are expected to attend regular meetings with their learning coach.

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 at the next grading interval (mid-quarter or end of quarter):

2. A meeting with the Parent/Guardian, Virtual Liaison, 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 at the next grading interval.(mid-quarter or end of quarter) or fails to meet the requirements of the Student Improvement Plan:

3. A student may 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. Students should be at 25% complete at mid first quarter, 50% quarter, 75% second mid quarter, 100% end of semester for classes graded as a semester.
- Students are expected to meet regularly with their learning coach.
- 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 at the grading intervals (mid-quarter or end of quarter):

2. A meeting with the Parent/Guardian, Virtual Liaison, 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 at 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 may 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. Students should be at 25% complete mid first quarter, 50% quarter, 75% second mid quarter, 100% end of semester for classes graded as a semester.
- Students are expected to meet regularly with their learning coach.
- 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.*

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

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 Liaison 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 at the next grading intervals (mid-quarter or end of quarter):

2. A meeting with the Parent/Guardian, Virtual Liaison, 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 may be dismissed from this program and a meeting with School Administration and the Program Coordinator will determine future educational placement.

Attendance Requirements

If a student is not in good academic standing and has not been active in their classes for 5 days a notification of truancy will be issued.

Students with IEP's or 504 Plans

The Americans 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.

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/testing-and-assessment> or the Wisconsin Department of Public Instruction (DPI) site at <https://dpi.wi.gov/assessment>.

Grades K-2

Students in Grades K-2 must take the District reading readiness screening 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 Pre-ACT in the Spring. The Pre-ACT will cover English Language Arts, Mathematics, Writing, and Science.

Grade 11

Students in Grade 11 are required to take the ACT+Writing exams that are proctored in the Springs. This test requires one day of testing and takes 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 EWVCS 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, therefore

the deadlines with the virtual school are different from the academic calendar for the district. 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

	<u>Fall Semester</u>	<u>Spring Semester</u>
<u>Enrollment Deadline</u>	August 15	December 15
<u>Drop/Add/Alter Course Schedule Deadline</u>	September 15	January 15

APPLICATION TO PARTICIPATE IN SOLON SPRINGS VIRTUAL PROGRAM

Please fully complete the registration form, available on the school website

<https://www.solonk12.net/schools/virtual/> or contact the school office at 715-378-2263

Course Registration

Once you have been accepted into the EWVC you will be contacted to register for courses by the Virtual Liaison.

Parent/Guardian/Caretaker Agreement

As a Parent/Guardian/Caretaker of a Student in EWVCS 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.

Pearson Learning

Pearson 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 Pearson to manage your student's education. Your student will use Pearson to complete coursework and communicate with his or her teachers and other students. The following items relate to the use of Pearson.

- 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 Pearson.
- I will not use Pearson for the purpose of creating a hostile environment by harassing, threatening, intimidating, degrading or abusing any Pearson user.
- I understand that I'm being provided full access to Pearson with respect to the student I am registering who will be enrolled in the Solon Springs Virtual Program.
- I agree to access Pearson 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 co-curricular 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.

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 co-curricular, or extracurricular activities you are subject to the policies and handbooks governing those activities.

EWVCS 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 and to fulfill my individual role in the Solon Springs Virtual Program.

Student Name Printed: _____

Student Signature: _____ Date: _____

Parent Name Printed: _____

Parent Signature: _____ Date: _____