School District of West Salem

On-line Learning Guide

Board Approved, August 22, 2011

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OVERVIEW

Welcome to the WSSD on-line School Program! The West Salem on-line learning program is being created and implemented as a pilot program for the 2011-2012 school year. The goal of the program is to provide students with options beyond and complementary to our existing curriculum. West Salem's High School is partnering with Wisconsin on-line School (WVS) to provide on-line courses that offer various options for students, including:

- Relevant courses students can work on anywhere anytime
- High quality, interactive courses aligned to state and national standards
- Wide variety of course options
- AP courses
- A solution for schedule conflicts, home-based learners, homebound, adjudication, truancy, expulsions, teen parents, etc.
- The experience of on-line learning in preparation for future post- secondary educational and/or work environments
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West Salem on-line learning courses are aligned to national and state standards. Course goals and objectives will be available upon request. Students currently enrolled at WSHS full-time can enrich their course selection with courses not currently offered at WSHS. Courses cannot supplant courses offered on-site. Students who were enrolled as full-time, home-based learners in the previous year, may enroll as full time on-line students. All courses are 1-2 semester courses, and students are given 5 months from the date of enrollment to complete each course for fall and spring terms. The number of concurrent courses, being completed at any one time, will be determined by the building administration. Each student will work with student services staff to develop a on-line learning plan. All courses are taught by Wisconsin certified teachers.

What is On-line Learning?

On-line learning is an instructional delivery method that is not dependent upon the student and teacher being in the same location. Courses are offered in an anytime anywhere environment via the internet. The courses offer a flexible pace, schedule, and location. Students work at their own pace with instruction and support from Wisconsin DPI certified staff. With trained and certified teachers, students get one-on-one attention and communications on an ongoing basis throughout the course. Students get upfront attention from their on-line instructor and are supported by an assigned Local Education Guide (LEG). Students rate both course content and their teachers as excellent. When asked what they like most about WVS courses, the top three responses are: self-pacing, interesting and high quality courses and convenience.

On-Line Course List: 2011-2012

High School Courses
English 1 A & B (N)
English 2 A & B (N)
English 3 A & B (N)
English 4 A & B (N)
Creative Writing A & B (N)
Grammar & Composition A & B

Biology A & B (N)
Chemistry A & B (N)
Earth Science A & B (N)
Physics A & B (N)
Physical Science A & B (N)

Algebra 1 A & B (N)
Algebra 2 A & B (N)
Calculus A & B (N)
Consumer Math A & B
Geometry A & B (N)
Integrated Math A & B
Pre-Algebra A & B
Pre-Calculus** (N)
Trigonometry** (N)

American Government** (N)
American History A & B (N)
Civics** (N)
Economics** (N)
Geography A & B (N)
Psychology** (N)
World History A & B (N)

Chinese (Mandarin) 1, 2 (N)
French 1, 2, 3, & 4 (N)
German 1, 2, 3, & 4 (N)
Japanese 1, 2 (N)
Latin 1, 2 (N)
Spanish 1, 2, 3, & 4 (N)
World Language Survey**

Art Appreciation**
Career Planning**
Health**
Life Skills**
Music Appreciation**
Nutrition & Wellness**
Personal Finance**
Physical Education A & B

Computer Fundamentals A & B
VB.NET Programming**
JAVA Programming**
Digital Photography**
Digital Video Production**
Game Design**
Web Design**

**One semester HS courses
Advanced Placement Courses
AP Art History A & B
AP Biology A & B (N)
AP Calculus AB- A & B (N)
AP Calculus BC- A & B (N)
AP Chemistry A & B (N)
AP Computer Science A & B (N)
AP English Language A & B (N)
AP English Literature A & B (N)
AP Environmental Science** (N)
AP European History A & B (N)
AP French Language A & B (N)
AP Macroeconomics** (N)
AP Microeconomics** (N)
AP Physics B- A & B (N)
AP Psychology** (N)
AP Spanish Language A & B (N)
AP Statistics A & B (N)
AP US Government & Politics** (N)
AP US History A & B (N)
AP World History A & B (N)

**One semester AP courses
(N) Courses listed in red are NCAA
approved

Local Education Guide

A Local Education Guide (LEG) will serve as the local facilitator for the student who takes an on-line course. This facilitator will act as a support system for the on-line learning and as a liaison between the student and on-line course instructor when problems arise. The on-line instructor is responsible for monitoring student academic achievement. Students will be able to communicate with the on-line instructor regarding course content by phone or through e-mail. Students can schedule real-time appointments with their on-line instructor. In addition, each student may have a "coach." The coach may be a family member, neighbor, friend or other community member who will encourage the student to be successful in this learning environment and check with the student to ensure progress is being made in his/her on-line learning course work. The coach will be able to login to Wisconsin on-line School site (Front Office) and follow the student's progress. The LEG will remain in contact with the learning team and the student's family. The LEG, in cooperation with the student, on-line teacher, parents and coach, will determine if the student will be successful in the on-line learning environment within the first 14 days of the course being started. This placement will be determined by the building administrator. If a student drops or decides not to continue the on-line course within the 14-day limit noted above, courses can be dropped. Students, who drop, fail to complete, discontinue, or fail on-line school courses, may jeopardize their continued enrollment in on-line learning opportunities. In the event of unsuccessful on-line course completion, the district will develop an exit plan designed to support the student in the successful completion of the academic year.

Student Commitment

Students must commit to completing any on-line course taken within the agreed time period, not to exceed five months. To be considered as a full time West Salem on-line learning enrollee, a student must commit to successfully complete at least one grade level per calendar year, or to meet the best needs of the student as determined by the school counselors and the student's family. The student will be given a grace period of 14 days, during which the LEG, student, on-line teacher, school counselor, and parents will determine if the student will continue in the course. If a student drops or decides not to continue the on-line course within the 14-day limit noted above, courses can be dropped. Students, who drop, fail to complete, discontinue, or fail on-line courses, may jeopardize their continued enrollment in on-line learning opportunities.

Enrollment Procedures

Students must complete an application for on-line programming. The application will be reviewed by a building administrator and the student's school counselor. This team will notify the students' guardians in writing, if the application has been approved. Once the application for an on-line course has been approved, students and parents will meet with school personnel to develop an individualized program plan. Students who are new to the district must also complete student registration materials. Upon successful completion of the on-line course, enrollment in additional on-line courses will be considered.

Cost per course is determined on an annual basis. The cost of any course will be shared by the student and the district on an equal basis. If the student does not complete a course successfully the student must reimburse the school district for its portion of the course.

Special Needs

Students with special education considerations should direct questions to Eric Jensen, Director of Pupil Services @ 608-786-0700 Ext. 2150.

Individualized Program Planning

In order to provide high quality, standards-based proven curriculum, courses will offered from Wisconsin Virtual School, a DPI approved on-line learning provider. Our instructional intent is to provide on-line opportunities for students in grades 9-12. West Salem on-line courses are aligned to national and state standards. Course goals and objectives will be available upon request. Students currently enrolled at WSHS full-time can enrich their course selection with courses not currently offered at WSHS. However, on-line courses cannot supplant courses offered on-site. Students, who were enrolled as full-time, home-based learners in the previous year, may enroll as full time on-line students.

Courses run for either 1 or 2 semesters. On-line courses must be completed during the semester in which the student is enrolled in the course. The number of concurrent courses, being completed at any one time, will be determined by the building administrators and student services.

A student who was enrolled as full-time, home-based learner in the previous year and intends to be enrolled as a full-time on-line student will work with a school counselor to develop a yearlong plan that meets the board-established criteria for a full time student and leads to the completion of graduation requirements. Students can expect to spend just as many hours completing an on-line course as they would complete a course in a traditional setting. Minimally, students should plan to spend 5-7 hours per week on each semester long course.

Assessments

Course assessment work is typically completed in the same environment used for course work. It may occasionally be necessary for students to be proctored during a testing period on site. Full-time on-line learning students are required to take the WKCE and other district wide assessments. On-line learning students will be tested at West Salem High School following the district testing schedule. Students are responsible for their own transportation to the school for testing.

On-Site Courses

Full-time on-line learning students may elect to enroll in an on-site course at West Salem High School. Such students must provide their own transportation to/from the school if regularly scheduled district transportation is not available. All prerequisite procedures apply. They are responsible for all course requirements, attendance policies, and school rules or procedures.

Grading

All on-line grades will be based on a 4.0 pt. scale and monitored by the local education guide (LEG). Grades will be used to calculate GPA and class rank.

The following system will be used for the calculation of GPA for grades 9-12:
    A = 4.0 A- = 3.67 B+ = 3.33 B = 3.0 B- = 2.67 C+ = 2.33
    C = 2.0 C- = 1.67 D+ = 1.33 D = 1.0 D- = 0.67 F/WF/I = 0.0

∗ **Note:** Grades earned for an on-line course will not be included in a student's GPA as it relates to class rank. They will, however, be included on the student's transcript and noted as an "on-line" course.

Graduation Requirements

In order to graduate from West Salem High School the student must complete all requirements as established by the West Salem School Board (Policy 345.5).

On-line Attendance

Attendance in on-line programming is performance based. It is measured not only by logging into the course(s) but by successful submission of completed coursework, participation in course activities such as threaded discussions, and communication with the on-line instructor.

The minimum attendance requirement is to successfully submit at least one appropriately completed assignment for each on-line course every calendar week, except designated vacation weeks. Any student not meeting that expectation will be contacted by their LEG for corrective action. Not meeting the minimum attendance requirement for any 14 calendar days in a semester for any course (or combination of courses if enrolled in more than one course) 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.

Transfer Credits

Students wishing to transfer credits from home-based learning, another school district, or another on-line program must contact the West Salem High School Student Services. Transfer credits go through a review process with the school counselors. Students must be prepared to provide all appropriate documentation verifying previous course work completed.

Wisconsin Interscholastic Athletic Association (WIAA)

Students must be enrolled in the district as a full time student to be eligible for WIAA athletic participation. Students must check with the athletic director regarding eligibility for WIAA participation. During the Pilot Program period, 75% of a student's course load must be taken from the courses offered in the Course Planning Guide in order to be eligible to participate in a WIAA sanctioned activity.

Co-Curricular School Activities

Students enrolled in the West Salem on-line learning program, either part-time or full-time, may participate in any co-curricular and extra-curricular activities that are not part of the WIAA. We are proud to offer a wide variety of extracurricular activities. Participation in activities enhances the high school experience by providing students with the opportunity to grow physically, mentally, socially…all while creating a sense of belonging that is so important in the development of young people. We encourage each student to participate in extra and co-curricular activities. A full listing of these activities can be found in the WSHS Student Handbook.

Acceptable Computer Use

Students are responsible for their behaviors and are expected to comply with the Acceptable Use of Technology policy 361.1.

Keys to Success in on-line Courses

- Students who are able to demonstrate the following discipline may be more successful at on-line coursework:
- Schedule time each day to work on the course
- Read all information, view all resources, and be responsible for understanding the information.
- Communicate regularly with the on-line teacher and local education guide.
- Work closely with a guidance counselor and LEG to plan appropriate course selection and to communicate needs.
- Notify the LEG when planning to be out of town for any period exceeding 2 school days.