



**Two Rivers Public Schools**



# **Virtual School Option**



**TWO RIVERS VIRTUAL SCHOOL  
HANDBOOK**

**2011-2012**



## Two Rivers Public Schools

### Overview

The Two Rivers Virtual School Option will be implemented starting with the 2011-2012 school year for students in grades 9 - 12. Providing students with an online learning option will help the district meet the needs of all students. Online learning may be utilized by all students across the learning spectrum.

The School District of Two Rivers will be utilizing the services of the Wisconsin Virtual School which is the designated virtual provider by the Wisconsin Department of Public Instruction. Our Virtual School Option will enhance learning for students by providing learning options including:

- Relevant courses in flexible locations using an accommodating time schedule
- High quality, interactive courses aligned to state and national standards
- More than 70 different course options
- Semester courses for credit deficient students and others unable to successfully participate in a traditional setting
- Advanced Placement (AP) courses not already offered at Two Rivers High School
- A solution for schedule conflicts, homebound, home based learners, adjudication, truancy, expulsions, teen parents and other special needs
- Modified rates of learning to accommodate the student – traditional, accelerated or extended

The experience of online learning in preparation for future training in post-secondary education work and environments.

Two Rivers online courses are aligned to national and state standards. Course outlines and objectives will be available upon request. Students currently enrolled at Two Rivers High School full-time can enrich their course selection with courses not currently offered at Two Rivers High School. Students in a full time home based learning environment have access to all available coursework.

All courses are 1 - 2 semester courses and students are given 18 weeks 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 school district with the norm being 2. Students can expect to spend as many hours completing an online course as they would completing a course in a traditional setting. Minimally, students should plan to spend 5-7 hours per week on each semester long course. Each student will work with a district staff member to develop a virtual education plan. All courses are taught by Wisconsin certified teachers.



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### High School Courses

English 1 A & B  
 English 2 A & B  
 English 3 A & B  
 English 4 A & B  
 Grammar & Composition A & B  
 Creative Writing A & B

Biology A & B  
 Chemistry A & B  
 Earth Science A & B  
 Physics A & B  
 Physical Science A & B

Algebra 1 A & B  
 Algebra 2 A & B  
 Calculus A & B  
 Consumer Math A & B  
 Geometry A & B  
 Integrated Math A & B  
 Pre-Algebra A & B  
 Pre-Calculus\*\*  
 Trigonometry\*\*

American Government\*\*  
 American History A & B  
 Civics\*\*  
 Economics\*\*  
 Geography A & B  
 World History A & B

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

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

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  
 AP Calculus AB- A & B  
 AP Chemistry A & B  
 AP Computer Science A & B  
 AP English Language A & B  
 AP English Literature A & B  
 AP Environmental Science\*\*  
 AP European History A & B  
 AP French Language A & B  
 AP Macroeconomics\*\*  
 AP Microeconomics\*\*  
 AP Physics B- A & B  
 AP Psychology\*\*  
 AP Spanish Language A & B  
 AP Statistics A & B  
 AP US Government & Politics\*\*  
 AP US History A & B  
 AP World History A & B

### **\*\*One semester AP courses**

Recommended Fall AP Start Dates: August 29 –  
 September 16, 2011  
 Recommended Spring AP Start Dates: January 2 –  
 January 30, 2012

### Credit Recovery Courses

Algebra 1 A & B  
 Algebra 2 A & B  
 Geometry A & B  
 English 1-4 A & B  
 Biology A & B  
 Physical Science A & B  
 American Government\*\*  
 American History A & B  
 Geography A & B  
 World History A & B  
 Physical Education\*\*

\*\*One semester CR courses

See <http://www.wisconsinvirtualschool.org/>  
 for an updated list of courses



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### **What is Virtual Education?**

Virtual education or online learning is an instructional delivery method that is not dependent upon the student and teacher being in the same location. Courses are offered via the internet. The courses offer a flexible pace, schedule, and location. Students work at their own pace with the instruction and support from Wisconsin DPI certified staff online and a Local Education Guide (LEG). Students get one-on-one attention and communications on an ongoing basis throughout the course. The average grade of students in WVS courses is over 80%. Students rate both course content and their teachers as excellent. When asked what they like most of WVS courses, the top four responses are: self-pacing, interesting, high quality, and convenience.

### **Advantages to Participating in a Local Online Option**

Residents of the School District of Two Rivers and students who live in the region, who open enroll to the School District of Two Rivers have some advantages participating in the local online option versus other online programs. Living in the area of your virtual school allows for access to participation in extra-curricular and co-curricular activities, school events and networking with students. Additionally, students have the support and resources of the school counseling staff, administration, pupil services and Local Education Guide.

### **Local Education Guide**

A Local Education Guide (LEG) is a support system for students utilizing online course options. The Local Education Guide will monitor student progress and touch base with the student regularly. The LEG may also be a liaison between the student and the virtual course instructor when problems arise.

### **Online Teacher Communication**

The student will have a virtual instructor who is responsible for teaching and monitoring student achievement. Students will be able to communicate with their virtual instructor regarding course content by phone, through email or interactive online tools.

### **Student Readiness and Commitment**

Students choosing to participate in courses through Wisconsin Virtual School via the Two Rivers Online Option need to examine their personal skills and aptitudes for taking a class online. The following attributes will greatly contribute to a student's success:

1. **Self-motivation** - Students must be able to direct their own learning environment, fulfill course requirements, and achieve individual academic success.



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2. **Independent learner** - The online environment enables students to learn at their own pace -traditional, extended, or accelerated - relieving the stress of feeling rushed or pressured and providing enjoyment in the learning process.

3. **Computer literate** - Although it is not necessary to have advanced computer skills, students should possess a working knowledge of e-mail, the Internet, and basic keyboarding and word processing skills.

4. **Time management** - Students must be able to organize and plan their own best "time to learn." There is no one best time for everyone, but the key to learning is to commit the time to learn.

5. **Effective written communication skills** - Students must use electronic e-mail to communicate with their peers as well as the instructors. The ability to write clearly in order to communicate ideas and assignments is very important to student success as well as a means to inform instructors of any concerns or problems.

6. **Personal commitment** - Since there are no bells that begin and end classes, students must have a strong desire to learn and achieve knowledge and skills via online courses. Making a commitment to learn in this manner is a very personal decision and requires a strong commitment to participate in order to achieve academic success.

Students must commit to completing any virtual course taken within the agreed time period, not to exceed 18 weeks (Recovery Courses may have different timelines). To be considered a full time Two Rivers Online Learning Option student, a student must successfully complete at least one grade level per calendar year. The School District of Two Rivers in cooperation with the student, the LEG, virtual teacher, parents and school administration will determine if the student will be successful in the virtual course environment within the first 14 days of the course being started. If a student drops or decides not to continue the virtual course within the 14 day limit noted above, courses can be dropped. Students who drop, fail to complete, discontinue or fail virtual school courses may jeopardize their continued enrollment in virtual education opportunities. Students who drop after the deadline date, fail to complete, discontinue or fail virtual school courses will need to reimburse the School District of Two Rivers for expenses incurred for the virtual school course. In the event of unsuccessful online course completion, the district will develop an exit plan designed to result in the successful completion of the academic year.

### Participation Options

Depending upon your situation the following options are available:  
High School Students (grades 9 – 12)



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- Resident of the School District of Two Rivers – student participates full time in Online Learning Option. Student takes all classes online. Eligible to participate in athletic and co-curricular activities.
- Resident of the School District of Two Rivers – student participates part time in Online Learning Option. Student takes most classes at Two Rivers High School, online option classes may be completed at Two Rivers High School, or some other location where computer access is available. Eligible to participate in athletic and co-curricular activities.
- Resident of the School District of Two Rivers- Home Schooled – families must register with the School District of Two Rivers. Students may take up to two courses per semester. Not eligible to participate in athletic and co-curricular activities.



The district has the right to limit number of students participating in the Online Learning Option as determined by budgetary parameters.

### **Technical Requirements**

The following are the minimum hardware and software configurations required for WVS courses. Student and parents/guardian are responsible for computer, Internet access and an email account. Computer and internet access are not provided by the district.

Personal Computer with:  
Windows XP, Vista or Windows 7  
Macintosh OSX

Compatible Browsers:

- Internet Explorer 6.x or higher
- Firefox 2.x or higher
- Safari 3x0 or higher

• NOTE: Our platform is NOT compatible with the AOL browser. You must download and install a compatible browser. Once connected to the Internet, minimize your AOL browser and then open the compatible browser to access your course



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### All Computers

- 256 MB RAM
- Color monitor (minimum 800 x 600 pixel resolution)
- Keyboard and mouse
- DSL or T-1 connection (preferred) or 56K bps modem with Internet access
- Sound card and speakers
- Hard disk with at least 1 G of free space available
- Plug-ins (supported plug-ins include Real Player, Flash Player 10.0 or higher, or Sun Java Runtime Environment 1.4 or higher, Quicktime Version 7.1 or higher. These are all free downloads)
- Java Script enabled, Popup blockers disabled
- Microphone and headset for foreign language courses

A printer is recommended and will enhance your experience in our courses. If you have any questions, contact WVS.

### Enrollment Procedures

Students must complete an application for online programming. Students who are new to the district must also complete student registration materials. Students from outside the School District of Two Rivers must have completed an open enrollment application and have an approved open enrollment agreement. Open enrollment information is available at: [www. http://www.dpi.state.wi.us/sms/psctoc.html](http://www.dpi.state.wi.us/sms/psctoc.html). Once the application for online programming has been approved, students and parents will meet with school personnel to develop an individualized program plan.

### Assessments

Course assessments are part of the online course. If an assessment needs to be proctored it can be proctored remotely using webcam technologies or at a school district location. Students in grade 10 taking online courses are required to participate in the Wisconsin state assessment: Wisconsin Knowledge and Concepts Exam (WKCE). Students will be able to take the assessments at Two Rivers High School during the testing window which is typically occurs in late October and/or early November.

### Onsite courses

Virtual students who choose to take face-to-face courses at Two Rivers High School will be responsible for their own transportation if they do not live in the district boundaries for regularly scheduled resident transportation. Students are eligible to take any face-to-face course(s) open to their grade level. All prerequisite procedures apply. Students are responsible for all course requirements, attendance policies and school rules and procedures.



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### **Transfer credits**

Students who want to transfer credits into the full time Two Rivers Online Option should contact the Two Rivers High School Guidance Department. This would apply to home-based learning, transferring from another district or another virtual program. School board policy would apply to transfer credits. Home based students must provide a copy of the DPI application for home based education.

### **Extra-Curricular and Co-Curricular Activities**

Students enrolled as full-time students are eligible for WIAA athletic participation. Students enrolled in Two Rivers Online Option may participate in all co-curricular and extra-curricular opportunities. We are proud to offer a wide variety of activities which are an extension of our classrooms. We encourage each student to participate in extra and co-curricular activities. Some examples include: NHS, Drama, FBLA, Multi-Cultural Club, Forensics, school newspaper and yearbook, band, choir and multiple athletic options for males and females. Information is available on the district web page.

### **Grading**

All online grades will be based on a 4.0 scale and monitored by the local education guide (LEG).

Grades will be used to calculate GPA and class rank per school board policy.

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F below 60%

### **Graduation Requirements**

Students who attend Two Rivers Online Option may receive a diploma from Two Rivers High School. Diplomas are given to students who have met academic requirements of the district. The typical Two Rivers High School student completed the high school program in four years or eight semesters. Early graduation procedures are covered in school board policy.





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### Two Rivers High School Graduation Requirements

All students must complete a minimum of 24 credits. This is a list of the minimum credits which must be earned in designated subject areas.

- Language Arts .....4.0
- Science ..... 3.0
- Social Studies..... 3.5
- Physical Education .....1.5
- Mathematics.....3.0
- Health.....0.5

Electives make-up the remaining 8.5 credits.

\* All students must complete 20 hours of community service. Forms may be picked up in the high school office, or found online at <http://www.trschools.k12.wi.us/>

All virtual education credits must be preapproved.

#### Attendance

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 and participation in course activities such as discussions and communication with the online instructor.

The minimum attendance requirement is to successfully submit at least one appropriately completed assignment for each online 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 3 weeks 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 11.15 (1) (a), and the student and parent/guardian may be subject to legal sanctions.

#### Acceptable Computer Use

Students are responsible for their behaviors and are expected to comply with the Computer Acceptable Use Code of Conduct. Students will be asked to sign the district code during the enrollment process.



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

Students who are able to demonstrate the following discipline may be more successful at virtual 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 online teacher and local education guide.
- Work closely with a guidance counselor and LEG to plan appropriate course selection and to communicate needs.
- Notify your LEG when planning to be out of town for any period exceeding 2 school days.

### **Cost of the Online Learning Option**

The cost of the online learning option and required materials is free to students. Optional materials and technology is the responsibility of the student and his/her parent/guardian.

A course may be dropped within the first 14 days of the course being started with no penalty. Students who drop, fail to complete, discontinue or fail virtual school courses may jeopardize their continued enrollment in virtual education opportunities. Students who drop after the deadline date, fail to complete, discontinue or fail virtual school courses will need to reimburse the School District of Two Rivers for expenses incurred for the virtual school course.

All district registration fees apply.

Textbooks and required materials are provided to students. Materials are the property of the School District of Two Rivers and need to be returned. Responsibility for damage to materials will be that of the parent/guardian.