



**School District of Prairie Farm**  
**Virtual Education (Online Learning)**



Prairie Farm Virtual School Handbook  
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## **School District of Prairie Farm Virtual Education Handbook**

### **Welcome to the Prairie Farm Virtual School Program**

#### Overview

The Prairie Farm Virtual School program was created and implemented for the 2010-2011 school year. The program was developed to better serve the unmet needs of some of our students and move toward preparing all students for the 21<sup>st</sup> Century Skills necessary in their futures.

The School District of Prairie Farm will be partnering with Wisconsin Virtual School, the Wisconsin Department of Public Instruction designated public virtual program, and Google Mail to provide viable course options for our students. Prairie Farm's virtual programming will enable us to provide virtual learning options for our students, including:

- Relevant courses in flexible locations in an asynchronous environment
- High quality, interactive courses aligned to state and national standards
- Middle school and high school level curriculum
- Over 70 different course options
- AP courses not already offered at Prairie Farm High School
- Semester courses for credit deficient students and others unable to successfully participate in a traditional setting
- A solution for schedule conflicts, home-based learners, homebound, adjudication, truancy, expulsions, teen parents, and other special needs
- Modified rates of learning to accommodate the student -traditional, accelerated or extended
- Preparation for future training in post-secondary educational and work environments

Prairie Farm Virtual courses are aligned to national and state standards. Course goals and objectives will be available upon request. Students currently enrolled at PFHS full-time can enrich their course selection with courses not currently offered. However, online courses cannot supplant courses offered on-site unless approved by administration. Students in a full-time, home based learning environment have access to all available coursework. All courses are 1-2 semester courses, and will follow the Prairie Farm School's semester schedule as outlined by the district's current calendar. The number of concurrent courses, being completed at any one time, will be determined by the school district. Each student will work with district staff to develop a virtual education plan. All courses are taught by Wisconsin certified teachers.

## **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 in an asynchronous 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 receive one-on-one attention and communications on an ongoing basis throughout the course. Students get upfront attention from their online instructor and are supported by an assigned Local Education Guide (LEG). The average grade of students in WVS courses is 81%. 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.

## **Local Resident Advantages**

Residents of the School District of Prairie Farm have some advantages attending the Prairie Farm Virtual School vs. 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 a peer group. Additionally, students have the support of our technology department, school counseling staff, administration, and pupil services. Many students may also want to take courses on-site. Only Prairie Farm residents are eligible for admission to the School District of Prairie Farm Virtual Education.

## **Local Education Guide**

A Local Education Guide (LEG) will serve as the local facilitator for the student who takes a virtual course. This facilitator will act as a support system for the virtually educated student and as a liaison between the student and virtual course instructor when problems arise. The student will also have a virtual instructor who is responsible for monitoring student academic achievement. Students will be able to communicate with the virtual instructor regarding course content by phone or through e-mail. Students can schedule real-time appointments with their online instructor. In addition, each student will 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 virtual class work. The student is required to meet with the LEG at the discretion of the local education guide (LEG). The LEG will remain in contact with the student, parent(s), and coach.

## **Student Commitment**

Students must commit to completing any virtual course taken within the Prairie Farm School's calendar. To be considered as a full time Prairie Farm Virtual School 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 virtual learning team and the student's family. The LEG, in cooperation with the student, virtual teacher, parents and coach, will determine if the student will be successful in the virtual course environment within the first 14 days of the course being started. This placement will be determined by the School District of Prairie Farm. 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. All required class assignments and assessments needs to be completed and graded by the online instructor before the end of the semester according to the current Prairie Farm School's calendar. Students who fail to complete all required class assignments and assessments will have to pay the full fiscal amount of the designated 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. This exit plan may include but is not limited to the following; student attending or re-entering a traditional classroom setting or student attending on a modified daily schedule.

## **Enrollment Procedures**

Students must complete an application for virtual programming. Students who are new to the district must also complete student registration materials. Only district residents are eligible to complete virtual educational programming. Once the application for virtual programming has been approved, students and parents will meet with school personnel to develop an individualized program plan.

## **Student Selection**

Students will be recommended or approved upon the following criteria:

| High   | Medium   | Low   |
|--|--|---|
| <ul style="list-style-type: none"><li>- Accelerated Curriculum</li><li>- Students with educational needs not met within the curriculum</li><li>- Home school students</li><li>- Expelled students recommended by the Board of Education</li><li>- Failed Classes</li></ul> | <ul style="list-style-type: none"><li>- Homebound- refer to board policy</li><li>- Enrichment</li><li>- Habitual Truants</li><li>- Remediation</li><li>- Other individually defined criteria</li></ul> | <ul style="list-style-type: none"><li>- Expelled students not recommended by the board of education</li></ul> |

## **Special Needs**

Students with special education considerations should direct questions to our Middle School or High School Special Education Teacher.

## **Individualized Program Planning**

Our instructional intent is to provide online opportunities for students in grades 6—12. Prairie Farm Virtual courses are aligned to national and state standards. Course goals and objectives will be available upon request. Students currently enrolled at PFHS full-time can enrich their course selection with courses not currently offered. However, online courses cannot supplant courses offered on-site unless approved by administration. Students in a full-time home based learning environment has access to all available coursework. All courses are 1-2 semester courses, and will follow the Prairie Farm School's semester schedule as outlined by the district's current calendar. The number of concurrent courses, being completed at any one time, will be determined by the school district virtual learning team working with the student and parents. Students will work with a 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. If a home-based learner is participating on a part-time basis, parents must file an application for home-based learning with the Department of Public Instruction.

Students may opt to take one course at a time or several courses over a longer period of time. It is typical for virtual education students to complete 4 courses at a time to comply with graduation requirements. Students can expect to spend just as many hours completing an online 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. Tests can be proctored remotely using web cam technologies or at a school district location (i.e. AP tests will be proctored at PFHS).

Virtual school students are required to take the WKCE. All students in grades 6,7,8 and 10 fall into grades tested by the state of Wisconsin using the Wisconsin Knowledge and Concepts Exam. Virtual education students will be tested at the Prairie Farm School during the state testing window. The testing window typically occurs in November. Students enrolled in the School District of Prairie Farm Virtual Education Program will abide by all polices set forth by Wisconsin Virtual Schools.

## **Transfer Credits**

Students wishing to transfer credits into the virtual school program from home-based learning, another school district, or another virtual program should contact the Prairie Farm High School Counseling Department. Home-based credits will require a review process. To begin the process, students must provide documentation, which includes a copy of the DPI application for home-based education.

## **School Activities**

Students will be allowed to participate in traditional school activities (co-curricular or extracurricular) in accordance with School Board Policy. In order for students to be eligible to participate in athletics or co-curricular activities, the student needs to maintain a D- or higher in all classes per the districts activities code.

District codes of conduct, dress, and the activities code pertain to virtual students in the same manner as traditional school students.

## **Grading**

All online 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. Students who complete 6 or less credits within Virtual Education are able to count grades toward class rank.

The Following grading scale (percent) will be used:

|          |     |
|----------|-----|
| 100 -93% | =A  |
| 92-90%   | =A- |
| 89-87%   | =B+ |
| 86-83%   | =B  |
| 82-80%   | =B- |
| 79-77%   | =C+ |
| 76-73%   | =C  |
| 72-70%   | =C- |
| 69-67%   | =D+ |
| 66-63%   | =D  |
| 62-60%   | =D- |
| 59-0%    | =F  |

## **Graduation Requirements**

Students who attend Prairie Farm Virtual school may opt to receive a diploma from Prairie Farm High School. The District awards diplomas to recognize students who have met academic requirements of the District. In order to graduate from Prairie Farm High School and receive a diploma, a student must satisfy the requirements set by the Prairie Farm School Board. The policy requirements are grounded in the District's curriculum and state law requirements applicable to granting a diploma. The Prairie Farm High School educational program is designed to be completed in four years or eight semesters. Early graduation may be granted in accordance with district procedures. Students who complete 6 or less credits within Virtual Education are able to count grades toward class rank, valedictorian, and salutatorian. Students who complete four years of full-time virtual education are not eligible for class rank or selection as class valedictorian or salutatorian.

## **Wisconsin Virtual School (WVS) Policies**

The School District of Prairie Farm will support all Wisconsin Virtual School Policies and decision made by Wisconsin Virtual School instructors. WVS will drop a student from enrolled coursework if student does not turn in any assignments within the first fourteen days of each class. In addition, WVS policies states that a district/student has fourteen days to try a class before it is counted as a paid course. If the student no longer would like to proceed with the coursework it must be dropped before the fourteen day trial period is up otherwise full payment of the course is required.

## **Online 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, participation in course activities such as threaded discussions, weekly meetings with District LEG, 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 courses) 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.

## **Acceptable Computer Use**

Students are responsible for their behaviors and are expected to comply with the Technology Acceptable Use Code of Conduct as per District Policy-(Acceptable Use Policy). Students will be asked to sign the district code during the enrollment process.

1. If providing your own equipment, you will need district specified equipment. 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 trained briefly in its use.
3. If you are experiencing difficulties first use the help options within the course. Then ask your online teacher. If the problem is still not solved contact your Local Education Guide. This person will then help find the appropriate support.
4. You cannot install hardware or software into district equipment.
5. Students will need Microsoft Word and PowerPoint for most classes.
6. If materials for science projects are needed, the student will need to set up an appointment with the LEG to complete the experiment or project at school.
7. If other supplies are needed it is the students responsibility to notify the LEG of this request.

## **Keys To Success In Virtual 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 school 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.



Prairie Farm Schools  
Virtual Learning Approval Form

Enrollment cannot be completed without the information requested below

Date: \_\_\_\_\_ Term of requested enrollment: \_\_\_\_\_

Student Name: \_\_\_\_\_

Current address: \_\_\_\_\_  
(Street) (City)

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Current grade in school: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Male Female

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

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Name of Adult who will serve as coach: \_\_\_\_\_

Coach's email address \_\_\_\_\_ and phone number \_\_\_\_\_ if different from parent

Instructional time available for coach each week: \_\_\_\_\_

Seeking to enroll as a full-time virtual student? Y N Part-time virtual student? Y N

Grade level/number of courses requested: \_\_\_\_\_ grade level \_\_\_\_\_ number of courses

On-campus course request: \_\_\_\_\_

Does student work outside of school? Y N Hours/week? \_\_\_\_\_ Location: \_\_\_\_\_

Does student have access to a computer with internet access outside of school? Y N

Has student ever taken a virtual course? Y N If yes, was it successful? Y N

Can student:

- Guarantee 5-10 hours of independent work per week for high school virtual courses? Y N
- Guarantee 20-25 hours of independent work per week for 6-8 virtual classes? Y N

When does student plan to access courses? \_\_\_\_\_ Daily \_\_\_\_\_ Every other day

What time of day will student be accessing virtual courses? \_\_\_\_\_

## **Pace of Study:**

Traditional \_\_\_\_\_ Accelerated \_\_\_\_\_ Extended \_\_\_\_\_

What is students primary reason for using virtual education as an option? (select all that apply)

- Trying to make up credits
- Completing local graduation requirements
- Excluded from attendance at local high school
- No summer school program available
- Enrolled in alternative school
- Homebound/extended illness
- Taking classes not offered on campus
- Other (please specify) \_\_\_\_\_

## **Students, Parent/Guardian, and Coach Narratives**

### Student:

Explain why you feel a virtual 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 a virtual school environment requires a great deal of self discipline, motivation, and initiative to complete each course on time. Explain how 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?

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

**Parent/Guardian:**

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

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Coach:**

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

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

I have read and understand the above Prairie Farm Virtual Education Handbook 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 courses.

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

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

For office use only:

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

Serial numbers:

Computer: \_\_\_\_\_

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

Modem: \_\_\_\_\_

