



WAUWATOSA
VIRTUAL ACADEMY
A Statewide Online School

Student/Parent Handbook

2016-2017

Revised: July 2016

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Introduction

This handbook is designed to familiarize you with Wauwatosa Virtual Academy (WVA) and to provide you with information about the school's policies and operating procedures. You should read, understand, and comply with all provisions of the handbook. No school handbook can anticipate every circumstance or question about policy. As WVA continues to grow, the need may arise to revise, supplement, or rescind any policies or portion of the handbook from time to time, as WVA deems appropriate. WVA reserves the right to do so at its sole and absolute discretion. Parents or guardians, of course, will be notified of such changes to the handbook as they occur.

Introduction to Charter Schools

- Charter schools are public schools.
- Charter schools do not charge tuition.
- Charter schools use non-discriminatory enrollment practices.
- There are no "test-in" requirements to attend charter schools.
- Charter schools serve a broad range of diverse students, including low-income, racial and ethnic minorities and students with disabilities or other special needs.
- Charter school programs and academic designs are as diverse as the students they enroll. Some charters implement longer school days, while others implement curricula specifically designed for at-risk students, gifted children, pregnant/parenting teens, juvenile offenders, and more.

WVA delivers curriculum in an innovative online environment and requires the daily engagement of a caring adult in each student's life who can manage and supervise the day-to-day instruction. Highly qualified teachers work in partnership with each family to ensure that every child is making adequate progress. WVA is dedicated to building strong partnerships which are designed to maximize each student's achievement.

From the Principal

Wauwatosa Virtual Academy students and families--

We are pleased to give you the updated 2016-2017 edition of the Wauwatosa Virtual Academy (WVA) Parent and Student Handbook. This is the primary source for information about our expectations for students, our program and services, and the roles and responsibilities of families and school staff in the online educational process.

This year's edition contains information on numerous topics that impact our students on a daily basis. It is important that all caretakers and students are familiar with the information. As such, we encourage families to set aside to review and discuss the contents of the handbook together.

Our staff works to meet the needs of all of our learners and to provide the opportunity for all of our students to have personal successes each and every day. Effective communication between school and home is a key component of a successful school-home relationship and we hope you find this handbook a starting point for that communication.

Dean Heus
School Administrator
Wauwatosa Virtual Academy

Wauwatosa School District Mission Statement

United with parents and the community, the Wauwatosa School District delivers an outstanding education that equips and inspires our students to conquer their challenges now and in the future.

Program Overview

WVA combines a proven and rigorous, technology delivered instructional experiences, instruction by a highly qualified Wisconsin certified professional teacher with high expectations to deliver an experience that will enable Wisconsin students to cross the divide to a future empowered by a successful education.

WVA offers a semester and “block-quarterly” course schedule, dependent on the needs of each individual. Students with semester course schedule will have six or seven courses per semester. Pacing is slower, however, there are more courses to keep up with. Students with block schedule will have three courses during each quarter of school. An entire semester course will be completed in one quarter (nine to ten weeks). The pacing in a block quarter schedule is fast, and we encourage students to keep up daily with their homework and assignments.

Each student will benefit from the direction provided through a professional learning community composed of a supervising WVA state-certified teacher, WVA counselor, Administrator and enriched by the daily support and encouragement of a Caretaker (most often a parent or guardian).

Students attend live classes (Live Lesson) which meet online for at least one-half hour during the week to cover the core subjects. Students use technology to learn and interact in class, participate in assigned threaded discussions and develop “21st century” collaborative skills that are important in today’s academic setting.

Students have access to a live tutor if they are struggling to understand a concept in math, English, science and social studies.

The hallmark of the WVA program is the daily support of the home Caretaker. The Caretaker is often a parent or other caring adult in the student’s life. The program depends upon a strong foundation of communication between the teacher and the Caretaker and is most successful when the Caretaker is actively engaged in each day of instruction.

Wauwatosa Virtual Academy Commitments

WVA is committed to meeting students at his/her current achievement level and to work collaboratively with all stakeholders to help students achieve academic and personal success. In order for each student to achieve personal success, WVA makes the following commitments:

- Students will receive individualized instruction from a highly qualified teacher. The Caretaker will provide daily support and guidance to ensure that the student is staying on task, keeping pace, and achieving mastery of key concepts and indicators.
- The school will operate with the best interests of the student in mind.
- Students and parents or guardians will be contacted on a regular basis and will be treated as a partner in the common goals of student academic success.
- Field trips and community events will be organized to foster social interaction.
- Individual Education Programs and Free and Appropriate Public Education requirements will be followed to meet the special needs of each student.
- The school will assist the parent or guardian who chooses to transfer their child out of WVA by providing school records and other materials as needed.
- The school will comply with the Family Educational Rights and Privacy Act.
- The school will make every attempt to incorporate all stakeholders' feedback to make improvements to the program.
- The school will provide students with highly qualified teachers, a structured instructional program, curriculum, and instructional materials.

School Information

Contact Information

Phone	414-939-0844
Fax	414-386-5165
WVA Administrative Address	2323 W. Mayfair Road, Suite 130 Wauwatosa, WI 53226
WVA Office Hours (during school year)	8:00 am-3:30 pm M-F

WVA Staff

Dean Heus, Administrator	heusde@wauwatosa.k12.wi.us
Shari Weinstock, Administrative Assistant	weinstsh@wauwatosa.k12.wi.us
Amy Harrington, Counselor/Program Coordinator	harrinam@wauwatosa.k12.wi.us
Teresa Chmielewski, Teacher/Program Coordinator	chmielte@wauwatosa.k12.wi.us

Wauwatosa School District Administration

Dr. Phil Ertl, Superintendent	Kristy Casey, Clerk
Michael Meier, School Board President	Brian Bawden, Board Member
Mary Jo Randall, Vice President	Emily Kenney, Board Member
Sharon Muehlfeldt, Treasurer	Shawn Rolland, Board Member

Contact information for each Wauwatosa School Board Member can be found at:
www.wauwatosa.k12.wi.us

Advisory Council

WVA has established an Advisory Council that will meet on a regular basis.
Members include:

Dean Heus, WVA Administrator	heusde@wauwatosa.k12.wi.us
Teresa Chmielewski, WVA Program Coordinator	chmielte@wauwatosa.k12.wi.us
Amy Harrington, WVA Program Coordinator	harrinam@wauwatosa.k12.wi.us
Dennis Mahony, WVA Administrator emeritus	mahonyde@gmail.com
Greg Goelz, Administrator, West Allis Learning Center	goelzg@wawm.12.wi.us
Christine Wiesbrock, School Counselor Muskego HS	Christine.wiesbrock@muskegonorway.org
Kathy Eidsmoe, Educational Consultant CESA #1	keidsmoe@cesa1.k2.wi.us
Stacey Lindsay, Running Rebels	stacey.lindsay@runningrebels.org
Eva Shaw, Special Ed. Supervisor MPS	shawel@milwaukee.k12.wi.us
Debra DeBoer, WVA parent	debrahcsomilw@gmail.com

Technology Support

Technology support provides families with help on issues relating to, Learning Management System, hardware or software functions, or software installation. Support services can be reached at (888) 679-7740 from 8 am to 8 pm CST. Students or parents who call after that may leave a message for technical assistance. Technology support staff tries to respond to each issue in a timely manner. They will work on issues depending on severity of each issue that is received.

2016/2017 School Calendar

WVA students will be required to complete the equivalent of 173 school days. A full calendar for the 2016-2017 school year, including holidays, is below.

September 1	First Day of School for Students
September 5	Labor Day (No School)
September 16	Count Day (All Wisconsin Students)
October 31	End of Quarter 1
November 1	Start of Quarter 2
November 23-25	Thanksgiving Vacation (No School)
December 23-Jan. 2	Winter Break (No School)
January 3	School Resumes
January 13	Count Day (All Wisconsin Students)
January 13	End of 1 st Semester/Quarter 2

January 16	Start of 2 nd Semester/Quarter 3
April 14-17	Spring Break
March 14	End of Quarter 3
March 15	Start of Quarter 4
May 19	Last Day of School

Summer School

WVA does not presently offer courses over the summer. All coursework from the regular school year must be completed no later than May 19, 2017.

Policies and Procedures

Attendance

WVA abides by Wisconsin state law regarding attendance. Whether a school is virtual or “brick and mortar,” attendance and participation are most important for any student to succeed. Attendance at an online school is not solely based on seat time in a physical location, but in combination with the percentage of work completed by the student. Course assignments are planned out with the assumption that students participate in each course daily so they may complete all work by the end of the term. This policy recognizes student attendance and course completion are a joint responsibility to be shared by the student and caretaker (parent or guardian).

WVA student attendance is documented using two criteria: days “logged in” as shown in the learning management system (Connexus) and completion of coursework.

A WVA student will be considered absent if he/she fails, without a legitimate excuse:

1. Log into Connexus five out of seven days a week (i.e. weekends are allowed in place of weekdays). Attendance is taken Monday through Sunday. Unless the school is notified, the absent student is considered unexcused and recorded as such.
2. Make adequate academic progress.

For example, if a course is 25% completed (based on the days enrolled in the course), the expectation is that a student will have completed 25% of the activities, assessments, and projects in the course.

*See next section of handbook (below) **Expected Progress For 2016-2017 School Year** for dates/example of what this looks like.

Connections Learning does inform students if there are progress concerns. Upon logging in, students and caretakers can see if a student is On Track, Approaching Alarm, or Alarm based on progress. Connections sends a webmail to students and caretakers if progress is problematic. Connections teachers individually contact students of concern. Students who drop below expected progress levels will be contacted by the local WVA educators and arrange a support and improvement plan. This plan could entail coming into the WVA offices learning lab for in-person support or other strategies to improve participation.

With that opportunity and flexibility comes the responsibility to make progress. Wisconsin’s

Department of Public Instruction has stressed that students who fail to consistently participate can have their Open Enrollment status (and virtual school placement) revoked:
<http://dpi.wi.gov/open-enrollment/resources/bulletins>.

Expected Progress for the 2016-17 School Year

Semester classes – End date of Jan. 13, 2017

1 st Semester	2 nd Semester
Sept. 30 – 25% complete	Feb. 13 – 25% complete
Oct. 31 – 50% complete	March 14 – 50% complete
Dec. 2 – 75% complete	April 13 – 75% complete
Jan. 13 – 100% complete	May 19 – 100% complete

Quarter class:

1 st quarter	3 rd quarter
Sept. 15 – 25% complete	Jan. 30 th – 25% complete
Sept. 30 – 50% complete	Feb. 13 – 50% complete
Oct. 14 – 75% complete	Feb. 27 – 75% complete
Oct. 31 – 100% complete	March 14 – 100% complete
2 nd quarter	4 th quarter
Nov. 15 – 25% complete	March 29 – 25% complete
Dec. 2 – 50% complete	April 13 – 50% complete
Dec. 16 – 75% complete	May 5 – 75% complete
Jan. 13 – 100% complete	May 19 – 100% complete

Truancy

Five (5) consecutive unexcused absences will cause the student to be considered truant. A student will be considered a habitual truant when the student is absent from school without an acceptable excuse for fifteen (15) or more days during a school semester.

WVA will make numerous efforts to inform the student and parent/guardian of the student's "Failure to Participate", it is first and foremost the student's responsibility to log in to the LMS daily and make adequate progress.

A student whose lack of participation results in a "Habitual Truancy" status will be dismissed from WVA and required to return to his/her resident district.

Reporting Absences

We realize there may be times when an illness may prevent a student from logging in to the LMS. However, since students can attend school from their home 24 hours a day, seven days a week, excused absences should be few, far between and due to extreme circumstances. To

report an absence the parent/guardian should contact WVA administrative personnel. Contact may be made by phone, email or web mail. Please include your name, your student's name, day and date of absence and reason for absence.

An illness lasting more than three school days will need a note from the doctor/clinic for our attendance files. The excuse must specify the health condition and why it prevents attendance at the online school.

Extended Illness

If a student experiences an illness for an extended period, the school will assist the parent in making arrangements for the accomplishment of assignments when deemed appropriate. If a student requires an extended absence, a parent should request one through the school office. A doctor's note is required to verify the severity of the illness and the length of time anticipated that student would not be able to work online. It is essential that WVA students are in attendance regularly and that all absences are reported to the office.

State Attendance Count Dates

The third Friday in September and the second Friday in January are very important for schools in Wisconsin. These are the dates in which all schools must verify attendance of students. All students will need to log on to the LMS and complete one lesson in each class. We want to make certain the State of Wisconsin "counts" you on this important school day. Failure to attend school on count day is serious, and could result in the state voiding your open enrollment agreement.

These two important count dates are:

Friday, September 16, 2016

Friday, January 13, 2017

Please be sure to complete a lesson in each class during count days.

Drop/Add Policy

The request to drop a course should be made to WVA Program Coordinator (Ms. Harrington or Mrs. Chmielewski) via webmail before the end of the tenth school day of the quarter. After the tenth day, courses dropped will be given a failing grade. A request to add a course should be made to Program Coordinator (Ms. Harrington or Mrs. Chmielewski) and may occur at any time. A request to add does not guarantee a course addition. Full-time students may take a maximum of 16 courses per year.

Teacher Work Day

Most teachers are available between 8:00 a.m. and 5:00 p.m. CST Monday through Friday. Some may have evening office hours. Teachers do not return parent/student calls or e-mails in the evening, during the weekend, or during a school holiday.

Emergency Closure Procedure

Due to the online format of WVA, there is no need to cancel an academic day due to poor weather conditions. However, the local WVA and learning lab in Wauwatosa may be closed due to weather conditions. In the event of inclement weather, all scheduled field trips and events will be cancelled if Wauwatosa School District is closed. Notification of cancellation will be distributed through the media.

Expectations

Student Expectations

- Students will always present their very best effort
- All work submitted will be the authentic work of the student. Unit tests must be completed independently with no assistance.
- Students will spend an adequate amount of time to master the objectives of at least one complete lesson every day of school.
- Students will submit all required assignments to their teacher within the designed timeframe.
- Students will attend and actively participate in live classes and online threaded discussions.
- Students will be available during usual business hours to respond to phone calls or other communication from their teacher.
- Students will successfully complete all courses.

Parent/Caretaker Expectations

- Caretakers will work daily with their student to ensure consistent progress.
- Caretakers will provide an adequate study area equipped with the appropriate tools for each student.
- Caretakers will ensure that internet connections are available and maintained for the duration of the student's enrollment.
- Caretakers will ensure that their contact information is kept current and communicate any changes to WVA offices.
- Caretakers will check the LMS (Connexus) Home page daily for school-wide announcements.

- Caretakers will respond to email and phone messages from the school within 24 hours to ensure the timeliness of all communications. Webmail is our primary means of contact.
- Caretakers will maintain a working phone number which can be used by teachers and the school office for regular contact.
- Caretakers will make all necessary arrangements to ensure that their students attend and complete the annual state assessments.

Supervising Teachers Expectations

- Teachers will communicate clearly and frequently with students and Caretakers.
- Teachers will project a courteous and professional demeanor and model appropriate communication with students and Caretaker.
- Teachers will provide appropriate, differentiated, and professional instruction to each student.
- Teachers will always act upon the primary consideration of what is in the student's best interest.
- Teachers will actively pursue professional development opportunities that are specifically aimed at improving their professional practice in an online environment.

Consequences for Students Who Do Not Meet Expectations

Students who do not turn in assignments or abide by the directives of the school three times during a semester may be removed from WVA and sent back to their resident school district. Individual cases will be evaluated on a case-by-case basis, with the motivation for any such action focused on the best educational interests of the student.

Enrollment & Withdrawal Procedures

Enrollment

Wauwatosa Virtual Academy admits all students in grades 6-12 who choose to attend and whose home district allows to enroll. No student will be denied admission based on race, ethnicity, gender, religion, family income, national origin, or disability. Enrollment in WVA is open only to **residents of Wisconsin**. Students may open enroll year-round.

Students who currently attend a Wauwatosa school and wishes to enroll in WVA should see their home school counselor for an application. Please note: transfers need to have approval of district administration before enrollment can occur.

Step 1: Students applying to WVA through Wisconsin's inter-district public school open enrollment program must follow the guidelines and policies of the Wisconsin Department of

Public Instruction. Information and application for open enrollment is available at <http://dpi.wi.gov/open-enrollment/applications/alternative>.

Open enrollment for the 2017-2018 school year will begin February 1, 2017 and end at 4:00 pm April 28, 2017. Forms during this time period are completed online. Parents wishing to enroll in Wauwatosa Virtual Academy should request enrollment in the appropriate place on the application for program and list Wauwatosa School District as the non-resident district applying to.

Wisconsin students now have the ability to apply for open enrollment year-round through an Alternative Open Enrollment application. This application is available beginning in July and continues throughout the school year. Information and application are available at www.dpi.wi.gov/ope-enrollment?old=oe.dpi.wi.gov. This application must be sent to Wauwatosa School District, 12121 W. North Avenue, Wauwatosa, WI 53226. The application requires you to provide an explanation of the circumstance leading to the request.

Step 2: Once you have been accepted through open enrollment or alternative open enrollment, you will be mailed an Intent to Enroll form and a Wauwatosa Virtual Academy application. These forms, along with immunization records, must be returned to Wauwatosa School District before student is enrolled into WVA.

[Immunizations and Exemptions](#)

No child shall attend any school in Wisconsin without first presenting up-to-date immunization records, as required, or exemptions certificate.

[Change of Contact Information](#)

Contact information is part of each student's educational record and must be kept current. Parents are required to notify the school of any change in name, mailing and/or shipping address, email, phone number, emergency contact, responsible adult, or court order designation a change in guardianship. Please call 414.939.0844 with school name, child's name and new contact information.

[Withdrawal from WVA](#)

Students under the age of 18 must have parent's permission and may only withdraw if transferring, moving to another state, or are registered as a homeschool family with their resident district.

Students withdrawing from WVA must call the administrative office to request withdrawal and provide name, phone number and expected start date of receiving school. WVA will contact

receiving school to confirm enrollment. All records will be forwarded to receiving school at that time.

Non-Discrimination Statement

Wauwatosa Virtual Academy is dedicated to educational and workplace equality. All age appropriate 6-12 grade full-time students who reside in Wisconsin are eligible to attend WVA. WVA will not discriminate against pupils on the basis of sex, race, religion, national origin, ancestry, creed, pregnancy, marital status, or physical, mental, emotional, or learning disability or handicap, in its educational programs or activities, including the admissions process. Any person with inquiries concerning WVA's compliance with Title VII of the *Civil Rights Act of 1964*, Title IX of the *Educational Amendment of 1972*, Section 504 of the *Rehabilitation Act*, the *Americans with Disabilities Act*, or the *Individuals with Disabilities Education Act* should contact the school.

Confidentiality Agreement

WVA makes every attempt to keep all student information confidential. WVA will not give out student information without the written permission of the parent or guardian. All students and parents are given usernames and passwords to log into the Learning Management System. WVA strongly encourages students and parents not to share their usernames and passwords.

Academic Honesty Policy

WVA expects all students to submit their original work. If a student does not submit original work, he/she will be subject to disciplinary action. Students may not plagiarize, forge school documents, or submit work that is not their own original work. All Caretakers are responsible for making sure that the academic work submitted to the student's teacher represents the student's best effort.

Plagiarism and Cheating

WVA is dedicated to student achievement at the highest level and expects academic honesty to be a core value for all its students, parents, and staff. 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. WVA expects that all work turned in will be the student's own.

- **Plagiarism** is taking someone else's words or ideas and claiming them as your own. Do not copy from your lessons, books, internet, other students, etc. Students must write in their own words. Omitting a few words from a passage is still considered plagiarism, always write in your words.

- **Cheating** is copying someone else’s answers on a quiz, test or assignment. Receiving answers on a test or quiz from a Caretaker or anyone else is cheating. All work should reflect what **you** know.

Students caught plagiarizing or cheating will receive the following consequences:

- First offense: Partial credit may be awarded (teacher may use their discretion in awarding credit based on the type and severity of the offense). Parent notified.
- Second offense: No credit awarded for assignment. Student and teacher conference to verify mastery of content. Parent is notified.
- Third offense: No credit awarded for assignment. Principal notified, required conference.
- Fourth offense: Failure of the course.

State Testing

Students enrolled in WVA are required to participate in Wisconsin’s standardized testing. The school is required by state and federal law to administer these tests. A major responsibility of the students and parents is to make certain students take these tests as directed.

Failure to take the state required tests will result in your dismissal from Wauwatosa Virtual Academy.

Assessment Calendar for 2016-2017

February 28	ACT Plus Writing – grade 11
March 1	Work Keys – grade 11
March 20-May 5	Forward Exam - ELA, Math – grade 6-7
March 28-May 5	Forward Exam – ELA, Math, Science & Social Studies– grade 8
March 28-May 5	Forward Exam – Social Studies – grade 10
April 24-May 26	Aspire – grades 9-10

Graduation Requirements

The following courses are required by Wauwatosa Virtual Academy, Wauwatosa School District and/or the State of Wisconsin.

To graduate, students are required to earn a minimum of 23 credits, plus pass a Civics test with 60% or higher. Students will have multiple opportunities to take and pass the state required Civics test.

English 4.0 credits
 English 9 1.0 credit

Social Studies 3.0 credits
 U.S. History 1.0 credit

English Electives . . . 3.0 credits	World History 1.0 credit
	American Government . . . 1.0 credit
Speech 0.5 credit	
Mathematics 3.0 credits	Science 3.0 credits
Algebra 1.0 credit	Biology 1.0 credit
Geometry 1.0 credit	Physical Science 1.0 credit
Algebra II 1.0 credit	Science Elective 1.0 credit
	Health 0.5 credit
Physical Education 1.5 credits	
	Financial Literacy 0.5 credit
Electives 7.0 credits	

Grading and Progress

WVA has a grade book integrated in Connexus to allow parents and Caretakers at any time to view grades on assignments submitted by the student. Student grades will be based on assignments, quizzes, tests, portfolios, and online discussions.

Grading Scale

Percentage	Letter Grade	Grade Point Value
93-100%	A	4.0
90-92%	A-	3.67
87-89%	B+	3.33
83-86%	B	3.0
80-82%	B-	2.67
77-79%	C+	2.33
73-76%	C	2.0
70-72%	C-	1.67
67-69%	D+	1.33
63-66%	D	1.0
60-62%	D-	0.67
0-59%	F	0

Grade Point Average (GPA)

All classes taken for credit in grades 9-12 that are graded using A, A-, B+, B, etc. will be included in a student’s GPA. This includes courses taken through Youth Options, Wauwatosa Virtual Academy, home school, study abroad programs, or any courses taken virtually, in an alternative setting or off campus that are considered part of a student’s academic record. This also includes high school

courses taken in middle school and high school courses taken in the summer before Grade 9. Pass/fail grades are not calculated into the GPA.

The formula for calculating a cumulative GPA is:

Sum of Grade Point Values/Total Number of Credits Attempted.

- The Grade Values used to calculate the Sum of Grade Point Values appear above.
- Grade Values of each course are then multiplied by the Credit Value of each course to get the Grade Point Value for each course. Example: B+ = 3.33 [times] .5 credit value = 1.665 Grade Point Value for a course.
- The Sum of all Grade Point Values is then divided by the Total Number of Credits Attempted to determine the cumulative GPA.

Temporary Zero Policy

Temporary Zeroes will be added to student's grade book twice a month throughout the year. Students received temporary zeroes based on their completion status in the course and the number of assessments that were not completed as scheduled. Temporary zeroes allows a student to submit the assignment at a future date for full credit but it shows students their actual grade in the course with the incomplete work. Temporary zeroes are not a penalty and they will change when the assignments are complete.

Credit for Course

Credit for a course is earned on either a quarter or semester basis. Students earn 0.5 credit for each course that is completed with a passing grade of D- (60%) or higher. Students must earn 1.0 credit in the core subject areas of English, math, science and social studies to move to the next course level.

Pre-High School Credit

Beginning with the graduating class of 2019, students may earn high school credit for a class taken as a middle school student given that all Department of Public Instruction requirements are met. Students must have successfully completed the course with a D- (60%) or higher in order to receive credit. However, WVA recommends students earning less than a B- retake the course to ensure success in subsequent coursework. High school courses taken during middle school are included on the transcript and count for credit.

Grade Level Determination

High school students advance through grade levels in sequential order, regardless of the number of credits they've acquired. Students who transfer into WVA are placed into their age-appropriate grade level.

Student Progress and Report Cards

A parent may log on to the Learning Management System at any time to view a student's academic progress. Report cards will be issued by the school and copies will be available in the Learning Management System through the parent login. Final Grade Reports will be issued at the end of the school year and will be sent by mail. Teachers and Caretakers will communicate frequently to ensure that student progress is satisfactory.

Academic Support

Students should contact their **course instructor** for questions regarding their grades or questions related to course content. Instructors may be contacted via webmail or by calling the teacher during office hours.

Live Tutor should be used when students are having trouble understanding a concepts, need extra help or a different explanation of a concept. Live Tutor can be access through the Links tab in Connexus.

Local computer lab is available Monday thru Friday from 8:30-3:00 for students who would like face-to-face help. A WVA teacher will be available in the lab to help students navigate the LMS or help with their classes. Please call 414.939.0844 to make an appointment to come into the lab.

Work Incentive Program

The purpose of this educational program is to provide an opportunity for high school students to obtain valuable work experience that will assist them in adjusting to the adult world of work and aid in clarifying their occupational goals through actual employment. The Work Incentive Program serves both the state mandate for "At-Risk Students" and the Education for Employment rule.

To be eligible for the program, the student will be at least in their third year of high school and be at least 16 years of age. The student will be enrolled in a minimum of five classes per semester, excluding the Work Incentive Program.

Credit will be awarded upon completion of 250 hours of work experience per semester. Students are responsible for providing WVA with documentation of work hours (copy of pay check stub or hours printed off employers website). One full credit will be awarded for each semester completed. Students in this program will be awarded a pass/fail grade.

Youth Options

WVA and Wauwatosa Board of Education recognizes the value to students and to the District of students participating in programs offered by University of Wisconsin system institutions,

Technical Colleges, tribally-controlled colleges and private, non-profit higher education institutions in Wisconsin. The Board will allow high school juniors and seniors who satisfy the eligibility requirements under the Youth Options Program statute and the administrative rules of the Department of Public Instruction to enroll in an approved course at an institution of higher education while attending in the District. Students will be eligible to receive college and high school credit for completing course(s) at institutions of higher education provided they complete the course(s) and receive a passing grade.

The School District's responsibility to pay for tuition, fees, books and other necessary materials shall be limited to eighteen (18) postsecondary credits per student.

Connecting to School Community

WVA will plan school-sponsored events throughout the year to allow students to benefit from socialization and educational components. While attendance is not mandatory, it is a wonderful opportunity for both students and parents to socialize.

Students must have written permission to attend school-sponsored activities. Written permission slips will be submitted to the WVA staff. Any student who does not have written permission on file with the school will not be permitted to attend the school-sponsored event. Some sponsored events may have fees associated with them which parents are responsible for. Parents are also responsible for transportation to and from event.

Field Trip payments are non-refundable. WVA collects entrance fees as a courtesy to our families and often can negotiate a reduced fee for school field trips. Once that fee is collected, we pay the vendor. Vendors have strict non-refundable policies once admission is paid. Your fee may be transferred to another family or child under specific circumstances. Should you choose to give your fee to another family, you will need to collect the fee directly from that family. WVA cannot negotiate that for you.

Special Education

WVA provides a Free Appropriate Public Education (FAPE) to those students with special needs. The school will meet the individual needs of the student by customizing pacing guides, assignment due dates and/or developing an Individual Education Program (IEP) in accordance with the Individuals with Disabilities Education Act (IDEA). All special education programming and related services will be provided at no cost to the parent.

USE OF INTERNET REGULATIONS

WVA requires access to the Internet by students and staff. The Internet is a very exciting educational tool that can greatly benefit instruction and learning. Research, collaborative learning, and exchange of educational ideas and information are regularly pursued on the Internet. WVA believes that there are appropriate regulations to maximize effective

educational use of the Internet and minimize abuse of the opportunity being provided to our schools. Ethical, efficient and legal use of any network is the key to a successful linkage with the Internet. Accordingly, regulations for participation by anyone on the Internet shall include but not be limited to the following:

1. Users must demonstrate honesty, integrity, and respect for others at all times. Appropriate etiquette and language shall be required.
2. Students and parents will be able to communicate with teachers and principal via the closed webmail system in the LMS. Even though this e-mail is secure, e-mail is not guaranteed to be private on the Internet. Therefore, only appropriate teacher and student messages shall be allowed.
3. No personal photographs, personal addresses, personal phone numbers, or last names will be permitted in student use of the Internet.
4. Illegal activities, including copyright or contract violations shall not be permitted. The Internet may not be used for financial or commercial gain.
5. Threatening, profane, or abusive messages shall be forbidden.
6. No activities shall be allowed which may damage or interrupt equipment or any networking system.
7. Any attempt to alter, harm or destroy the data of another user of the Internet, or any network on the Internet shall be forbidden.
8. No user is permitted to upload, or create, a computer virus on the Internet or any networking system.
9. A user shall not attempt to access any Internet resources or entities not previously authorized by the teacher.
10. Invading the privacy of another user, or using their account, shall not be tolerated.
11. Impersonating another user, including a staff member or another student, shall not be tolerated.
12. Posting personal messages outside of classroom content shall be forbidden.
13. Sending or posting anonymous messages shall be forbidden.
14. Perusing or otherwise accessing obscene or pornographic material, or using profanity in messages, shall be forbidden.
15. Perusing or otherwise accessing information on manufacturing bombs or other incendiary devices shall be forbidden.
16. Product advertising, political lobbying, or sending messages involving illegal activities, shall not be permitted. Violations shall be reported to the teacher when evidence of such is encountered on the Internet.
17. Students will work within the confines of the infrastructure for messaging, bulletin/discussion board use, and virtual chat (unless directed elsewhere by the instructor).
18. When a security problem is detected, it shall be reported immediately to the teacher. The problem shall not be demonstrated to other users.
19. Suspension from WVVA may result for a user who accesses, sends, receives, or configures electronically any profane or obscene language or pictures. The student shall also be held to local rules and consequences.

Notifications

FERPA

The Family Educational Rights and Privacy Act (FERPA) afford parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

- (1) The right to inspect and review the student's education records within 45 days of the day that the School receives a request for access. Parents or eligible students should submit to the School a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
- (2) The right to request an amendment of the student's education records that the parent or eligible student believes is inaccurate. Parents or eligible students may ask the School to amend a record that they believe is inaccurate. They should write the School Principal, clearly identify the part of the record they want to change, and specify why it is inaccurate. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
- (3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member; a person serving on the School Board; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
- (4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the *School District* to comply with the requirements of FERPA.

The name and address of the Office that administers FERPA is:

Family Policy Compliance Office

U.S. Department of Education
400 Maryland Avenue, SW

Washington, DC 20202-5901

Under FERPA, the school may disclose, without consent, “directory information” on the student. “Directory information” means information contained in an education record of a student that would not generally be considered harmful or an invasion of privacy if disclosed. It can include the student’s name, student’s address, telephone number, email address, student’s date and place of birth, dates of attendance, student’s achievement awards or honor, dates of graduation, and student’s grade. The parent is required to confirm the information that they want to include in the School Directory.

Protection of Pupil Rights Amendment Notification

The Protection of Pupil Rights Amendment (“PPRA”), 20 U.S.C. § 1232h, requires WVA to notify parents and obtain consent or allows parents to opt their child out of participating in certain student surveys, analyses, or evaluations.

WVA sets forth the guidelines for the administration of surveys and access to survey materials. In accordance with the above statutes and Policy, the school will notify parents of any survey, analysis, or evaluation that reveals information in one or more of the following nine areas (“protected information surveys”):

1. Political affiliations or beliefs of the student or student’s parent;
2. Mental or psychological problems potentially embarrassing to the student or student’s family;
3. Sex behavior or attitudes;
4. Illegal, antisocial, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents;
8. Income, other than as required by law to determine program eligibility;
9. Social Security number

The above Policy and statutes provide parents and eligible students with the following rights:

1. Right to Consent before students are required to submit to a survey that concern one or more of the protected areas listed above (“protected information survey”);
2. Right to receive notice, at least annually, and an opportunity to opt a student out of the following:
 - a. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the health and safety of a student, except for hearing

vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and

- b. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.
3. Right to inspect, upon request and before administration or use –
- a. Protected information surveys of students;
 - b. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
 - c. Instructional material used as part of the educational curriculum.

WVA will work to develop and adopt policies in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. WVA will directly notify parents and eligible students, such as through U.S. Mail or email, at least annually at the start of each school year of the specific or approximate dates of the following activities and provide an opportunity to opt a student out of participating in:

1. Collection, disclosure, or use of personal information for marketing, sales or other distribution.
2. Any non-emergency, invasive physical examination, or screening as described above.

If you wish to review any survey instrument or instructional material used in connection with any protected information or marketing survey, please submit a request to the school Principal. He or she will notify parents of the time and place where you may review these materials. Parents have the right to review a survey and/or survey-related instructional materials before the survey is administered to a student. Parents/eligible students who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office
U. S. Department of Education 400
Maryland Avenue, SW
Washington, DC 20202-4605

Privacy Policy

WVA will abide by the student privacy guidelines set forth by the Family Educational Rights and Privacy Act (FERPA). Only the Principal, teachers, board of directors, and appropriate administrative support staff will have access to students' records.

WVA provides an academic transcript to the student's primary school of record upon completion of the online course(s), or upon any request of the primary school and/or student's legal guardian.

In accordance with state and federal privacy laws, students who attain the age of 18 may transfer certain rights related to their academic records. To learn more about this, please contact the Principal.

No member of the WVA staff is authorized to release student information without the written permission of the student's legal guardian or without approval of the Principal.

Names, images, and/or course work of WVA's students will not be published in print, video/film, or on our website without written student and guardian consent.

All WVA students are provided a unique password to access online courses. It is the student's responsibility to keep his/her password in confidence.

Statistical Information: WVA uses a web statistics tracking application to track visitors to the web site, but this data does not include any personally identifying information such as name or email address. Individual identifying information is not provided to any other party without parent/guardian consent, or as otherwise required by law. However, aggregated and anonymous data about groups of members may be collected and shared with participating agencies and/or companies. An example of such information might include, "X% of visitors who come to our site between the hours of 7:00 and 9:00 p.m."

[Security Information](#)

All the data provided to WVA is protected to ensure both the privacy and security of parent and student data. The school uses state-of-the art technology to keep personal information as secure as possible to ensure that no one will be able to tamper with, intercept or access parent and student data. Parents/guardians are asked to keep account information private and secure and directed not to share passwords with other people.