



# **Rosendale-Brandon Online Learning Option**

BOARD APPROVED: October 22, 2012

## **Rosendale-Brandon School District Virtual Online Learning Option**

### **Overview**

The Rosendale-Brandon Virtual Online Learning Option provides students with an online learning option which will assist the district to meet the needs of all students. Online learning may be utilized by all students across the learning spectrum.

The Rosendale-Brandon School District utilizes the services of the Wisconsin Virtual School which is the designated virtual provider by the Wisconsin Department of Public Instruction. Our Online School Option enhances 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
- Middle school and high school level curriculum
- More than 70 different course options
- Advanced Placement (AP) courses not already offered at Laconia High School
- Semester courses for credit deficient students and others unable to successfully participate in a traditional setting
- 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

Rosendale-Brandon online courses are aligned to national and state standards. Course outlines and objectives will be available upon request. Students currently enrolled full-time at Rosendale-Brandon middle and high school levels can enrich their course selection with courses not currently offered at Rosendale-Brandon School District. Courses cannot supplant courses offered on-site unless prior approval is obtained from the principal. 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 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 school district with the norm being 2. Students can expect to spend as many hours completing an online course as they would to complete 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.

# School Course List

## 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 Calculus BC- 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**

## Credit Recovery Courses

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

**\*\*One semester CR courses**

## Middle School Courses

Art 6\*\*, 7\*\*, & 8\*\*  
Health 6\*\*, 7\*\*, & 8\*\*  
Language Arts 6, 7, & 8  
Mathematics 6, 7, & 8  
Music 6\*\*, 7\*\*, & 8\*\*  
Physical Education 6\*\*, 7\*\*, & 8\*\*  
Science 6, 7, & 8  
Social Studies 6 (World Civilizations)  
Social Studies 7 (World History)  
Social Studies 8 (US History)  
World Language Survey\*\*

**\*\*One semester MS course**

## **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 course, the top four responses are: self-pacing, interesting, high quality and convenience.

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

Residents of the Rosendale-Brandon School District, and students who live in the region who open enroll to the Rosendale-Brandon School District 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 Rosendale-Brandon Virtual Online Learning 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.
- 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.

**BOARD APPROVED: October 22, 2012**

**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 five months (Recovery Courses may have different timelines). To be considered a full time Rosendale-Brandon Virtual Online Learning Option student, a student must successfully complete at least one grade level per calendar year. The Rosendale-Brandon School District in consultation 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 Rosendale-Brandon School District for expenses incurred for the virtual school course. In the event of unsuccessful online course completion, the district will develop an exit plan.

### **Participation Options**

Depending upon your situation the following options are available:

#### **High School Students (grades 9 – 12)**

- Resident of the Rosendale-Brandon School District – student participates full time in Virtual Online Learning Option. Student takes all classes online. Student is eligible to participate in athletic and co-curricular activities.
- Resident of the Rosendale-Brandon School District – student participates part time in Virtual Online Learning Option. Student takes classes at Laconia High School and a maximum of two Rosendale-Brandon Online Learning Option classes at any one time. Student is eligible to participate in athletic and co-curricular activities.
- Resident of the Rosendale-Brandon School District – Home Schooled – families must register with the Rosendale-Brandon School District. Students may take up to two courses per semester. Student is not eligible to participate in athletic and co-curricular activities.
- Not a Resident of the Rosendale-Brandon School District - Full Time Open Enrollment – families must apply for open enrollment through WI Department of Public Instruction. Students must take online classes onsite at Laconia High School. Student is eligible to participate in athletic and co-curricular activities.
- Not a Resident of the Rosendale-Brandon School District - Part Time Open Enrollment – families must apply for part time open enrollment through WI Department of Public Instruction. Students may take two classes at a time online. Student takes all other classes in their resident district. Student is not eligible to participate in athletic and co-curricular activities.

### **Middle School Students (grades 6 – 8)**

- Resident of the Rosendale-Brandon School District – student participates full time in Online Learning Option. Student takes all classes online. Student is eligible to participate in athletic and co-curricular activities.
- Resident of the Rosendale-Brandon School District- Home Schooled – families must register with the Rosendale-Brandon School District. Students may take up to two courses per semester. Student is eligible to participate in athletic and co-curricular activities.
- Not a Resident of the Rosendale-Brandon School District - Full Time Open Enrollment – families must apply for open enrollment through WI Department of Public Instruction. Student must take online classes onsite at a Rosendale-Brandon middle school. Student is eligible to participate in athletic and co-curricular activities.

The district has the right to limit number of students participating in the Rosendale-Brandon Virtual Online Learning Option.

### **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 e-mail 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

#### **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 John Saecker, Rosendale-Brandon Technology Director.

## **Enrollment Procedures**

Students must complete an application for virtual online programming. Students who are new to the district must also complete student registration materials. Students from outside the Rosendale-Brandon School District must apply and be approved for open enrollment through Wisconsin's Department of Public Instruction (DPI). Open enrollment information is available at:

<http://www.dpi.state.wi.us/sms/psctoc.html>, or you may contact Jill Englund by emailing [engljil@rbsd.k12.wi.us](mailto:engljil@rbsd.k12.wi.us), or by calling 920-872-2851.

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 virtual 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 grades 6, 7, 8 and 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 Brandon Middle School, Rosendale Intermediate or Laconia High School during the testing window which typically occurs in November.

## **Onsite courses**

Virtual online 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.

Virtual online students who do not live in the district boundaries and choose to take face-to-face courses at a Rosendale-Brandon school will be responsible for their own transportation.

## **Transfer credits**

Students who want to transfer credits into the full time Rosendale-Brandon Virtual Online Learning Option should contact Diane Raue, Laconia High School Counselor. This also applies to home-based learners and those 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 virtual online students are eligible for WIAA athletic participation. Students enrolled in the Rosendale-Brandon Virtual Online Learning 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, FFA, Forensics, and multiple athletic options for males and females.

## **Grading**

All virtual 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 92 – 100
- B 91 – 84
- C 83 – 76
- D 75 – 68
- F 67 – 0

## **Graduation Requirements**

Students who attend Rosendale-Brandon Virtual Online Learning Option may opt to receive a diploma from Laconia High School. Diplomas are awarded to students who have met academic requirements of the district. The typical Laconia High School student completes the high school program in four years or eight semesters.

### **Laconia 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.

English .....	4.0	Science .....	2.0
Social Studies.....	4.0	Physical Education .....	1.5
Mathematics .....	3.0	Electives make up the remaining 9.5 credits	

Youth Option courses cannot be substituted for the 14.5 required core graduation credits. All virtual education credits must be preapproved.

Students should check with their school counselor for additional graduation requirements.

## **Attendance**

Attendance in virtual 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 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 contact 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 118.15 (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 Network Acceptable Use Policy. Students will be required to sign the district policy during the enrollment process.

**BOARD APPROVED: October 22, 2012**



**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 virtual 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 Rosendale-Brandon School District for expenses incurred for the virtual school course.

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

Virtual students are responsible for paying the District's annual fee for textbook rental, supplies, and computer use.