



**WAUWATOSA**  
**VIRTUAL ACADEMY**  
A Statewide Online School

# Student/Parent Handbook

2021-2022



Revised August 2020



**WAUWATOSA SCHOOL DISTRICT**  
• Your Educational Community •

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## Introduction

This handbook will familiarize you with the Wauwatosa Virtual Academy (WVA) and provide 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 to revise, supplement or rescind any policies or portion of the handbook may occur 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, 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 provide you with the 2021-22 edition of the Wauwatosa Virtual Academy (WVA) Student and Parent Handbook. The handbook will be your 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 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 time to review and discuss the contents of the handbook together.

Our staff works to meet the needs of all of our learners and provide the opportunity for all of our students to experience 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  
WVA Administrator

## 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 experience. Instruction by a highly-qualified, certified, professional teacher with high expectations, delivers an experience that will enable Wisconsin students to cross the divide to a future empowered by a successful education.

WVA offers a semester course schedule. Students will be enrolled in six to eight courses per semester. We encourage students to keep up daily with their homework and assignments. All courses must be 100% complete by the end of a semester.

Each student will benefit from the direction provided through a professional learning community composed of WVA supervising administrators, a state-certified teacher and a school counselor, and enriched by the daily support and encouragement of a Caretaker.

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 “21<sup>st</sup> century” collaborative skills that are important in today’s academic setting.

Students have access to assistance with any course via Live Lesson. Teachers are available during office hours—check individual teacher biographies for availability.

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. Caretakers are able and encouraged to monitor their student’s progress by logging into the Connexus learning management system at [wva.lms.pearsonconnexus.com](http://wva.lms.pearsonconnexus.com)

## Wauwatosa Virtual Academy Commitments

WVA is committed to meeting each student’s current achievement level and to working 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.
- Community events will be organized to foster social interaction.
- Individual Education Plans 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

**Phone:** 414.773.3400

**Fax:** 414.773.3402

**7500 Milwaukee Ave.**

**Wauwatosa, WI 53213**

**Office Hours** (*during school year only*)

8 a.m.-4 p.m., Monday-Friday

**Follow us:**

 *Twitter:* <https://twitter.com/WauwatosaVA/>

 *Facebook:* <https://www.facebook.com/WauwatosaVA/>

## WVA Staff

Dean Heus, WVA Administrator

Tina Shaffer, Administrative Assistant

Jenna Laposki, School Counselor

Carleen Ranfranz, Special Education Teacher

Nancy Eaton, Special Education Support

Ashley Miu, Virtual Guide Teacher (K-12)

McKenzie Olson, Virtual Guide Teacher (K-5)

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[olsonmc@wauwatosa.k12.wi.us](mailto:olsonmc@wauwatosa.k12.wi.us)

## Wauwatosa School District Administrator & Board

Dr. Demond Means, Superintendent

Steve Doman, School Board President

Leigh Anne Fraley, Vice President

Michael Phillips, Treasurer

Michael Meier, Clerk

Eric Jessup-Anger, Board Member

Shawn Rolland, Board Member

Sharon Muehlfeld, Board Member

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Visit [www.wauwatosa.k12.wi.us](http://www.wauwatosa.k12.wi.us) for contact information for School Board members.

## Wauwatosa Virtual Academy Governance Council

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

Dean Heus	
Secretary / Treasurer	<a href="mailto:heusde@wauwatosa.k12.wi.us">heusde@wauwatosa.k12.wi.us</a>
Dr. Molly Schiffler member	<a href="mailto:mollyshi31@gmail.com">mollyshi31@gmail.com</a>
Kyle Ashley President	<a href="mailto:kyleashleymke@gmail.com">kyleashleymke@gmail.com</a>
Clare Bingham-Tyson	
Co-Vice President	<a href="mailto:polyeth12@yahoo.com">polyeth12@yahoo.com</a>
Dr. Tyra Hildebrand	<a href="mailto:tnorbeck@yahoo.com">tnorbeck@yahoo.com</a>

## Technology Support

Technology support helps families with issues relating to the Connexus Learning Management System, hardware or software functions or software installation. Technology support is available from 7 a.m. to 7 p.m. CST at: **844.597.3224**. Students or parents who call after 7 p.m. should leave a message to receive technical assistance. Technology support staff try to respond to each issue in a timely manner; however, issues are processed in the order of most severe first.



## 2021-2022 School Calendar

WVA students are required to complete the equivalent of 173 school days. The 2021-2022 school year calendar, including holidays, is below.



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www.wauwatosavirtualacademy.com

### Calendar-at-a-Glance — 2021-2022

<b>September 1</b>	<b>First day of school</b>
<b>SEPTEMBER 17</b>	<b>COUNT DAY: All students required to log in to their classes.</b>
November 1	No school; Professional Learning Day
November 5	End of Quarter 1
November 24-26	Thanksgiving Break - No school; WVA office closed
November 29	End of Trimester 1—No school; Professional Learning Day
December 23-31	Winter break - No school; WVA office closed
January 3	School resumes
<b>JANUARY 14</b>	<b>COUNT DAY: All students required to log in to their classes.</b>
January 11	End of Semester 1 and Quarter 2
January 17	Martin Luther King Day - No school
February 14	No school; Professional Learning Day
March 7	End of Trimester 2
March 21—March 25	No school; Spring Break
April 1	End of Quarter 3
T.B.D.	TESTING: ACT—11th grade (window starts 03/08-04/22/2022)
April 15	EASTER-WVA Office Closed
March 21- April 29	TESTING WINDOW: FORWARD EXAM DAY = T.B.D.
April 4 - May 4	TESTING: ACT ASPIRE EXAM DAY = T.B.D.
<b>May 13</b>	<b>Last Day of School, End of Semester 2</b>
<b>May 2022</b>	<b>GRADUATION EVENT TO BE ANNOUNCED</b>
<b>STATE ATTENDANCE COUNT DATES</b> <i>Failure to attend school on count dates could result in the state voiding your open enrollment status.</i>	<b>September 17, 2021 and January 14, 2022</b> On these dates, the Wisconsin Department of Instruction requires all schools to verify attendance of students. All students will need to log on and complete one lesson in each class. It is imperative that each student is "counted" by the State of Wisconsin.
<b>TESTING SCHEDULE</b> <i>Failure to take the state-required tests could result in dismissal from WVA.</i>	Students enrolled in WVA in grades 6-11 are required to participate in Wisconsin's standardized testing. WVA is required by state and federal law to administer these tests. A major responsibility of students and parents is to make certain students take these tests as directed.

*The Wauwatosa School District does not discriminate on the basis of a person's color, sex, race, religion, national origin, ancestry, creed, pregnancy, marital status, sexual orientation or physical, mental, emotional or learning disability.*

## 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 13, 2022.

## Policies and Procedures

### Attendance

WVA abides by Wisconsin state law regarding attendance. Whether a school is virtual or “brick and mortar,” consistent attendance and participation are imperative for any student to succeed.

Attendance at an online school is not based solely on seat time in a physical location. Attendance is determined in combination with the percentage of work completed by the student. Course assignments are planned 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). Parents are required to log their student’s attendance into the Connexus LMS.

WVA student attendance is documented using two criteria: days “logged in” as shown in the Pearson Connexus LMS and completion of coursework.

A WVA student will be considered absent if he/she fails to, 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.

Progress concerns will be addressed by Pearson Connections and WVA educators. Pearson Teachers send a webmail to students if progress is problematic. Pearson teachers individually contact students of concern. Students who drop below expected progress levels will be contacted by the local WVA educators to arrange a support and improvement plan.

With online flexibility comes the responsibility to make progress. The Wisconsin Department of Public Instruction has stressed that students who fail to consistently participate, may have their Open Enrollment status (and subsequently, virtual school placement) revoked:

<http://dpi.wi.gov/open-enrollment/resources/bulletins>.

## Truancy

A student will be considered truant for five (5) consecutive, unexcused absences. 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." The student is first and foremost responsible for logging onto the LMS daily and making 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. Parents/Caretakers are required to log their student's absences into the LMS.

An illness lasting more than three (3) school days will require a note from a doctor/clinic for our attendance files. The excuse must specify the health condition and why it prevents attendance at the online school. The note may be faxed, emailed or web mailed to the WVA administrative offices.

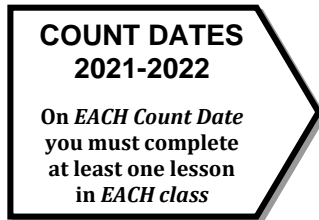
## Extended Illness

If a student experiences an illness for an extended period, WVA will assist the parent in making arrangements for the accomplishment of assignments when deemed appropriate. If a student needs an extended absence, a parent should request one through the WVA administrative office. A doctor's note is required to verify the severity of the illness and the anticipated length of time the 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 WVA administrative office.

## State Attendance Count Dates

The third Friday in September and the second Friday in January are very important dates for schools in Wisconsin. On these dates, the Wisconsin Department of Instruction requires all schools to verify attendance of students. All students will need to log in to the LMS and complete one lesson in each class. It is imperative that each student is "counted" by the State

of Wisconsin. Failure to attend school on any count day is serious, and could result in the state voiding open enrollment status.



- **Friday, September 17, 2021**
- **Friday, January 14, 2022**

### Drop/Add Course Policy

Requests to drop or add courses should be made to the local WVA program school counselor or teacher via webmail.

To drop a course, requests should be made before the end of the tenth school day of the quarter. After the tenth day, dropped courses will receive a failing grade.

Requests to add a course may be made at any time. A request to add does not guarantee a course addition. Full-time students may take a maximum of sixteen (16) courses per year.

### Teacher Work Day

Most Pearson online teachers are available 8 a.m.-4 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 administrative office may close in the event of inclement weather. Also, due to weather conditions, all scheduled events will be cancelled if the Wauwatosa School District is closed. Cancellation notifications will be distributed through the media and web blast.

## 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 work an adequate amount of time to master the objectives of at least one (1) complete lesson every day of school.
- Students will submit all required assignments to their teacher within the designated time frame.
- 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 current and communicate any changes to WVA offices.
- Caretakers will check the LMS (Pearson Connexus) Home page daily for school-wide announcements.
- Caretakers will log their student's daily attendance into Pearson Connexus LMS.
- Caretakers will respond to email and phone messages from the school within 24 hours to ensure the timeliness of all communications. Webmail is WVA's primary method of contact.
- Caretakers will maintain a working phone that 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 Caretakers.
- 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 specifically aimed at improving their professional practice in an online environment.

## Consequences for Students Who Do Not Meet Expectations

If a student does not submit assignments or abide by the directives of the school three (3) times during a semester (See *Admission Agreement below*), he/she may be exited from WVA and will be expected to return to the resident school district. Cases will be evaluated on an individual, case-by-case basis, with the motivation for any such action focused on the best educational interests of the student.



### Admission Agreement – 2021-2022 Page 2 of 3

Student Name (Please print) \_\_\_\_\_ Grade \_\_\_\_\_

Wauwatosa Virtual Academy (WVA) is a school of choice. Students who enroll in our online program must comply with state requirements and Wauwatosa School Board policies that govern independent study programs. Success in the WVA online program requires self-discipline, self-monitoring and time management skills. Students must be proficient in English and reading/writing at grade level. **Students must log in daily and should expect to spend four to six hours per day on assignments and assessments.** Students must demonstrate successful academic progress in order to remain in the program and students who are not making successful progress will be referred back to their school of residence.

STUDENT Initials	I understand and agree to comply with the following requirements for the WVA online independent study program.
	1. I must log in each day* and complete the required coursework. (*Students should log in at least 5 days per week.)
	2. I must read all school and course announcements, via webmail.
	3. I must maintain ongoing contact with my teachers, including prompt response to teacher communications and willingness to seek teacher assistance whenever necessary.
	4. I must report to designated site for all mandatory state testing. Failure to do so will result in me being dropped from the program.
	5. I am expected to respond appropriately to a school assignment or directive, including webmail and phone calls/voicemail, from instructional staff within 5 school days. (Three instances of not responding appropriately can result in being returned to your district. In accordance with State Statute 118.40 (8)(g).)

PARENT/ GUARDIAN Initials	I understand and agree to comply with the following requirements for the WVA online independent study program.
	1. I, as a parent/guardian, will support my student's progress by monitoring the completion of assignments, quality of work and acceptable grades. (WVA recommends that parents use the parent portals to monitor student progress.)
	2. I will log my student's daily attendance via the parent portal within the online platform.
	3. I will maintain effective home-school communications with teachers, attend requested parent conferences and notify staff of concerns that may affect my student's performance.
	4. I will ensure my student has transportation to attend mandatory state testing.
	5. I will notify WVA of any changes in contact information, including address, phone number and email address.

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

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

Wauwatosa Virtual Academy | 7500 Milwaukee Ave Wauwatosa WI 53213 | 414.773.3400 | FAX: 414.773.3402  
www.wauwatosaonline.com  
 The Wauwatosa School District does not discriminate on the basis of a person's color, sex, race, religion, national origin, ancestry, creed, pregnancy, marital status, sexual orientation, or physical, mental, emotional or learning disability.

## Enrollment and Withdrawal Procedures

### Enrollment

WVA 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**.

If a student currently attending a Wauwatosa School District school wishes to enroll in WVA, he/she should contact their home school counselor for an application. *Please note: Transfers need to have approval of Wauwatosa School 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 the application for open enrollment are available at: <https://dpi.wi.gov/open-enrollment/applications>.

**Open enrollment for the 2021-2022 school year begins February 1, 2022, and ends at 4 p.m. on April 29, 2022.** Applications must be submitted online during this timeframe. To apply for enrollment in WVA, on the first page: (1) Write "Wauwatosa School District" as the "Non-resident district applying to" and (2) Write "Wauwatosa Virtual Academy" for "Optional—If you are applying for the pupil to attend a specific school(s)..."

Wisconsin students may 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: <https://dpi.wi.gov/open-enrollment/applications/alternative>. You will be required to provide an explanation of the circumstance leading to the request. Send the application, completed in full, to: Wauwatosa Virtual Academy [shaffeti@wauwatosa.k12.wi.us](mailto:shaffeti@wauwatosa.k12.wi.us)

**Step 2:** Upon approval by the Wauwatosa School District through open enrollment or alternative open enrollment, you will receive a form to accept placement. The Wauwatosa School District will not enroll a student without the acceptance of placement form and immunization records.

**Step 3:** You will receive information on how to enroll into Infinite Campus. You will need to provide a copy of your birth certificate and immunization records.

### Immunizations and Exemptions

No child shall attend any school in Wisconsin without first presenting up-to-date immunization records, as required, or an exemptions certificate, however, there has been a change in regards to virtual schooling:

Virtual or Online Schools: Wisconsin students who attend virtual or online schools only and do not attend any classes or participate in extracurricular activities at a brick and mortar school are not subject to the student immunization law. However, students who attend virtual or online schools, and also attend a brick and mortar school for coursework or extracurricular activities are considered admitted to the brick and mortar school and subject to the student immunization law requirements.

### Change of Contact Information

Contact information is part of each student's educational record and must be current at all times. Parents are required to notify the school of any change in name, mailing and/or shipping address, email, phone number, emergency contact and responsible adult or court order designating a change in guardianship. **Contact the WVA administrative office as soon as possible if any contact information changes.**

### Withdrawal from WVA

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

Students withdrawing from WVA must contact the WVA administrative office to request withdrawal and provide the receiving school's name, phone number and expected start date. All student records will be forwarded to the receiving school upon request by that school.

### Non-Discrimination Statement

WVA is dedicated to educational and workplace equality. All age-appropriate, grade 6-12, full-time students who reside in Wisconsin are eligible to attend WVA. WVA will not discriminate against students on the base 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. Contact WVA for any inquiries concerning the school'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*.

### 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 will receive user names 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 the academic work submitted by their student 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. Go to the following link for a helpful infographic:

<http://thevisualcommunicationguy.com/2014/09/16/did-i-plagiarize-the-types-and-severity-of-plagiarism-violations/>

- **Plagiarism:** 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 a plagiarism—always write in your words.
- **Cheating:** 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. (Teachers 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. State and federal law requires WVA to administer these tests. A major responsibility of 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.**

**Information will be sent to students and parents closer to the testing dates.**

- **Dates are subject to change**
- Grade 11: March 8, 2022—ACT Plus Writing
- Grade 10: April 5, 2022 Forward Exam: Social Studies; Aspire
- Grade 9: April 6, 2022 Aspire
- Grade 8: March 29, 2022—Forward Exam: ELA, Math, Science and Social Studies
- Grades 6-7: March 30, 2022—Forward Exam: ELA and Math

**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 **AND pass a Civics test** with a score of 65% or higher. Students will receive multiple opportunities to take and pass the state-required Civics test.

<b>English . . . . . 4.0 credits</b>	<b>Social Studies . . . . . 3.0 credits</b>
English 9 . . . . . 1.0 credit	U.S. History . . . . . 1.0 credit
English Electives . . . 3.0 credits	World History . . . . . 1.0 credit
	American Government . . . 1.0 credit
<b>Speech . . . . . 0.5 credit</b>	
<b>Mathematics . . . . . 3.0 credits</b>	<b>Science . . . . . 3.0 credits</b>
Algebra . . . . . 1.0 credit	Biology . . . . . 1.0 credit
Geometry . . . . . 1.0 credit	Chemistry . . . . . 1.0 credit
Algebra II . . . . . 1.0 credit	Science Elective . . . . . 1.0 credit
<b>Physical Education . . . . . 1.5 credits</b>	<b>Health . . . . . 0.5 credit</b>
<b>Electives . . . . . 7.0 credits</b>	<b>Financial Literacy . . . . . 0.5 credit</b>

**Grading and Progress**

The WVA grade book is integrated into Connexus to allow parents and Caretakers to view student grades at any time. Student grades will be based on assignments, quizzes, tests, portfolios and online discussions.

**Grading Scale**

<b>Percentage</b>	<b>Letter Grade</b>	<b>Grade Point Value</b>
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—graded with the Grading Scale above—will be included in a student’s GPA. This includes courses taken through Early College Credit Program, 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.

Cumulative GPA is calculated using the following formula:

- 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 x [times] .5 credit value = 1.665 Grade Point Value for a course.
- Then divide the Sum of all Grade Point Values by the Total Number of Credits Attempted to determine the cumulative GPA.

### 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.

### Pre-High School Credit

Students may earn high school credit for a class taken as a middle school student, given that all Wisconsin Department of Public Instruction requirements are met. Students must successfully complete the course with a D- (60%) or higher to receive credit. However, WVA recommends that 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 acquire. 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 WVA and copies will be available in the Connexus 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. WVA teachers will communicate frequently with parents, throughout the school year, to ensure that student progress is satisfactory.

**Commented [t1]:** Teachers do not contact parents anymore. Maybe change it to WVA staff will communicate with parents throughout the school year to ensure student progress is satisfactory.

## Academic Support

Students should contact their **course instructor/course teacher** with 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 Lesson should be used when students are having trouble understanding a concept or need extra help or a different explanation of a concept. To utilize Live Lesson, you will need to schedule a time with the teacher.

A local WVA teacher is available, by appointment, to assist students and/or parents. To meet with the local teacher, please call the WVA administrative office at 414-773-3400 to arrange a meeting location, date and time. The local WVA teacher is available to provide educational support, help navigate the LMS and/or address any questions and concerns.

## 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 must be at least in their third year of high school and at least 16 years of age. The student must 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. One full credit will be awarded for each semester completed. Students may earn a maximum of 2 credits. Students in this program will be awarded a pass/fail grade.

## Early College Credit Program

Early College Credit Program (118.55) allows Wisconsin public and private high school students to take one or more courses at an institution of higher education for high school and/or college credit. "Institute of higher education" means an institution within the University of Wisconsin System, a tribally controlled college, or a private, nonprofit institution of higher education in the state. 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 school 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.

Parents will be responsible for transportation to and from the event and any fees that may be associated with an event.

## 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). There is no cost to parents for any special education programming and related services provided to the student.

## Use of Internet Regulations

The nature of online schooling through WVA requires students and staff to access the Internet. 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 administration believes there are appropriate regulations in place to maximize effective educational use of the Internet and minimize abuse of the opportunity being provided to WVA students. 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 WVA may result for a user who accesses, sends, receives, or configures electronically any profane or obscene language or pictures. The user shall also be held to local rules and consequences.

## Notifications

### FERPA

The Family Educational Rights and Privacy Act (FERPA) affords 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 notify WVA that they wish to opt out information that they want to include in the School Directory by contacting the school office administrative assistant.

## 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 a 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 by 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. The Principal 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, school counselor 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 coursework of WVA's students will not be published in print, video/film, or on our website without written student and guardian consent.

WVA provides all students with a unique password to access online courses. The student is responsible for keeping his/her password confidential.

**Statistical Information:** WVA uses a web statistics tracking application to track visitors to the website, 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.