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What is the Virtual/Homeschool Program?

The Virtual/Homeschool Program is an instructional delivery model in which instruction is done at home by parents or certified online teachers, or online at school. It requires special techniques of course design, differentiated instructional techniques, unique methods of communication by electronic means and other technology, as well as organizational and administrative arrangements.

The focus of the program is on the needs of individual students who may need an alternative approach or to be provided an opportunity to participate in curriculum online and/or at home. Students will be encouraged to participate fully in school academics and to fully utilize all available courses at school to maximize their educational opportunities. The program may be a supplemental program for some students, or it may be a way to stay in attendance if he or she is at risk, repeat a failed class, or to help with credit deficiencies.

The St. Croix Central Approach

The St. Croix Central School District recognizes the importance of offering opportunities to parents and students that take advantage of new and different approaches in delivery of instruction. The following sections more clearly describe the approach that St. Croix Central will take.

Local Education Guide (LEG)

A Local Education Guide (LEG) is the District employee (certified instructor) who will serve as a connection between the school and student, helping with planning, scheduling and communication. In addition, depending upon the vendor used, the student may also have an online instructor. Students will be able to communicate with the online instructor within the contents of the course or through e-mail.

Student Commitment

Parents of students intending to enroll in virtual/homeschool classes must make a commitment for their child to complete the courses. A student not demonstrating commitment evidenced by failing or dropping courses will be refused access to virtual/homeschool courses the following semester. For students taking online courses, the Local Education Guide, in cooperation with the student, the online teacher (if applicable), and parents will determine if the student will be successful in an online course 12 calendar days into the course. If a student leaves the online/homeschool course option by the 12 calendar day limit, an alternate placement will be made for the student; this placement will be determined by the principal.

Students may opt to take one course at a time or several courses over a longer period of time. Students can expect to spend just as many hours completing an online/homeschool course as they would spend completing a course in a traditional setting. Minimally, students should plan to spend 5-7 hours per week on each semester long course. The status of the student will be periodically evaluated by the principal and the Local Education Guide based upon individual performance, learning needs, and available resources.
Enrollment
The program is open to students residing in the St. Croix Central School District. The District is unable to accept enrollment of residents outside of the St. Croix Central School District.

Consideration for Student Selection
A Virtual/Homeschool Education Plan may be developed for a student if:
- Needs are not being met as noted by student, teacher, principal, counselor, and parent
- Student possesses traits to be successful
- Student has a strong desire to succeed

Student Selection Criteria
Students will be recommended or approved upon the following criteria:
- Students with educational needs not met within the curriculum
- Credit Deficiency
- Failed class
- Homebound-refer to Board Policy
- Schedule conflict
- Enrichment
- Remediation (as defined by the principal)
- Other individually defined criteria

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

Curriculum
An Individual Virtual/Homeschool Learning Plan that focuses on the needs of the individual student will be discussed with each student and parent. Curriculum may be supplemented to ensure courses are aligned with state and local standards and benchmarks.

Curriculum will be purchased from vendors such as: Wisconsin Virtual High School, K12, and other approved sites and companies. The curriculum will align with local, state, and/or national standards. Courses will be selected to meet the needs of each individual student. The cost of the purchased curriculum courses from various providers will be the responsibility of the District.

Support Services
Existing support services such as school counselor, school nurse, English as a Second Language (ESL), special education, school psychologist, etc., will be available to all students participating in online/homeschool instruction.

Student Eligibility in Summer Programming
The District will determine the summer course offerings that meet student needs. Students who meet eligibility criteria may be approved for summer course work.
### Student Responsibility for Online Courses

Students are required to:

- Complete all given assignments, quizzes and tests (varies by the course)
- Communicate with the Local Education Guide or instructor at least once a week
- Stay on pace (5-7 hours per week of work per class)
- 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 instructor and Local Education Guide.
- Work closely with the school counselor and Local Education Guide to plan appropriate course selection and to communicate needs.
- Notify the Local Education Guide when planning to be out of town for any period exceeding two school days.

### Course Progress/Attendance for Online Courses

Each student will use a course progress sheet for their course(s) and put it in the front of their binder that they will keep for the course. This will be the guide for various assignments and modules that demonstrate correct pace for completing each course. In the initial meeting with the student and the Local Education Guide and/or school counselor, organizational skills will be reviewed and modeled.

Being online does not mean that the student has to be online all the time to do the coursework. Assignments can be printed out, or copied and pasted into a Microsoft Word document. The document can then be printed allowing the work to be completed on paper. It can then be submitted to the online instructor.

Attendance in online programming is performance based. It is measured not only by logging into the course(s) but by successful submission of completed coursework, participation in course activities such as threaded discussions, and communication with the online instructor.

The minimum attendance requirement is to successfully submit at least one appropriately completed assignment for each online course every calendar week, except designated vacation weeks. Any student not meeting that expectation will be contacted by their Local Education Guide for corrective action.

Not meeting the minimum attendance requirement for any three weeks in a semester for any course (or combination of courses if enrolled in more than one courses) is considered Habitual Truancy and is therefore in violation of Wisconsin’s Compulsory Attendance Statutes 118.15 (1) (a) that require a child attend school regularly until graduation from high school, or until the end of the semester in which he/she turns 18 years of age, or until he/she is excused from attendance by the school board. The student and parent/guardian may be subject to legal sanctions.

### Add/Drop Online Courses

Students will be allowed to add/drop any virtual/homeschool class during the first 12 days of the course. Classes must be approved by the program coordinator, school counselor, and building principal. Exceptions will be considered due to extenuating circumstances.
Credits
Students are allowed to take a maximum of eight credits per year. This may be any combination of regular and/or virtual/homeschool courses. Students enrolled at the high school are able to take one virtual class per semester. An exception may be made for extenuating circumstances.

Grade Advancement and Graduation
Promotion of students in all grades will follow Board of Education policy for grade advancement and graduation.

Grade Verification for Home Instruction
The grade verification process shall be as follows:
- Students must present a course syllabi, performance standards, and course curriculum for required and elective courses
- At the end of each quarter students will present a portfolio of all work accomplished during the course of the previous quarter to the program coordinator. This portfolio must include, but is not limited to, all projects, papers, quizzes, and tests.
- The program coordinator, in consultation with the regular course instructor, if necessary, will evaluate the work and either verify the grade as assigned or present a rationale as to why the grade cannot be verified.
- Students have the right to appeal to the principal. This decision will be final.

School Activities
Regularly enrolled high school students taking virtual classes during the course of the school day are eligible to participate in all school activities and WIAA sports. This includes having their grades count towards GPA, class rank, and being eligible to receive scholarships, honors, and the Wisconsin Academic Excellence award.

High school students not regularly enrolled will only be eligible for the St. Croix Central scholarship program.

Discipline Procedures
Violations to the Board of Education Policies, Student Handbook, or School Policies will be handled expeditiously. The St. Croix Central School District has specific academic and behavioral criteria that must be followed.

Students who violate District regulations will face consequences in accordance with student handbook, policies and procedures. Consequences could include removal from on-line courses.
**District Resources**

The District will provide the following:

- A commercially available curriculum that meets Wisconsin Standards
  - The curriculum may not reflect or contain elements that violate the Establishment Clause of the U.S. Constitution (Religious material)
- Technology in the form of a District provided computer
  - This is lent to the student’s family for the time he/she is in the program
- Other supplementary materials may be purchased by the District in lieu of purchasing a curriculum
- Assessment at grades 3-8 and 10, with the Wisconsin Knowledge and Concepts Exam (WKCE) to be done in the fall of the year. The Measures of Academic Progress (MAP) testing at grades 2-8.
- Services of a Local Education Guide (LEG) for tutoring on a limited basis. All LEGs are Wisconsin certified teachers.
- Opportunities to participate in District programming such as assemblies, extra and co-curricular activities, and non-core classes

**Grades 4K-8**

At the 4K-8 level, supporting parents with instructional materials in terms of correspondence courses, other supplementary materials, and online classes is what the District has chosen for its virtual offerings. A combination of home study and classroom attendance for certain subjects to be determined by the parent with help from the principal are available on a case by case basis. These students may be able to join their classes on field trips, for assemblies, and to participate in other desired activities.

**Grades 9-12**

At the 9-12 level, the District offers three virtual opportunities. The first is a full time virtual student. This means that the student is either taking online classes and/or using approved homeschool curriculum from their home. The second is a student who is at home, using a homeschool curriculum, and chooses to enroll in one or more virtual classes or attend high school for one or more classes. The third option is for regularly enrolled students to take virtual classes to supplement their current classes in the school. All students are eligible for consideration to be offered the opportunity to take virtual courses. As such, access to a St. Croix Central High School Diploma will involve limits placed on credits gained virtually.

**Option One – Online Instruction**

Virtual education or online learning is an instructional delivery method that is not dependent upon the student and teacher being in the same location. Most of the time students and teachers will not be online simultaneously. The courses offer a flexible pace, schedule, and location. Students work at their own pace with instruction and support from instructors. With trained and certified teachers, students get one-on-one attention and communications on an ongoing basis throughout the course.
Attendance Options:
Virtual students may choose one of the following options for attendance:

1. Attend virtual school full-time, not in attendance at a St. Croix Central school building.
   *Not eligible for WIAA sports
2. Students work virtually from home, but attend St. Croix Central for one or more class(es).
   *Not eligible for WIAA sports
3. A regularly enrolled high school student taking virtual classes during the course of the school day or outside of the school day (not to exceed 8 credit limit per year)
   *Eligible for WIAA sports.
4. Other circumstances as determined by the program coordinator

*Students taking classes part time at either the middle school or high school will be responsible for their own transportation other than the regularly scheduled resident district transportation.

Course Enrollment/Registration Procedure:
All placements of students in virtual education classes are contingent upon space. In order to be considered for enrollment for an online class, a student and parent must make sure the following are in place:

- Student and parent(s) must read and understand the online course requirements and policies to determine if the student will be successful in an online course.
- Students currently attending St. Croix Central schools may only take courses not currently offered at SCC. The principal may approve like courses if significant scheduling conflicts are present.
- Students currently attending St. Croix Central must register for virtual classes by March 1st for the fall term, and October 1st for the spring term.
- Students may drop an online course within 12 days from starting the class. Notice must be provided in writing to the teacher, school counselor, and/or Local Education Guide.
- The school counselor and principal have reviewed the applications.
- The Local Education Guide and/or school counselor set up an orientation with the student, parent, and Local Education Guide.
- Enrollment contract is completed, signed and returned, along with other enrollment forms.
- An Individual Virtual Learning Plan will be developed with the student, parent, mentor/teacher, and/or school counselor.
- The Local Education Guide and/or school counselor initiates the enrollment process in the appropriate course(s) or informs the student about how to enroll in the course(s).

Grades:
Assignments are graded just like the student is in a face-to-face course. Some assignments are graded automatically within the course, while the online instructor grades others. The student will receive comments from the teacher on completed assignments. If available, the student and/or parent, or the Local Education Guide will be able to check progress by accessing the online grade book.
Following course completion, the Local Education Guide is responsible for turning in their grade report for transfer to the transcript. This must be done by the deadline for the end of the course. Students must have approval and completed all contracts, have the school counselor and principal sign off, and agree to the timeline prior to starting the term. Students will follow District policy governing academic letter grades and pass/fail courses.

Earning high school credits on-line will transfer to the transcript when the student presents the grade received from the teacher. The students will still need to meet graduation requirements set by the school district even if they are allowed distance-learning options. Students must complete their distance-learning plan prior to starting any online coursework. Students who are credit deficient who wish to enroll in virtual education courses for credit remediation can do so above and beyond their 8 credit maximum, but will be financially responsible for the cost of all such courses.

**Grading:**
Grades will be used to calculate GPA and class rank. The following system will be used for the calculation of GPA for grades 9-12.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Scale</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.000</td>
<td>93%</td>
</tr>
<tr>
<td>A-</td>
<td>3.667</td>
<td>90%</td>
</tr>
<tr>
<td>B+</td>
<td>3.333</td>
<td>87%</td>
</tr>
<tr>
<td>B</td>
<td>3.000</td>
<td>83%</td>
</tr>
<tr>
<td>B-</td>
<td>2.667</td>
<td>80%</td>
</tr>
<tr>
<td>C+</td>
<td>2.333</td>
<td>77%</td>
</tr>
<tr>
<td>C</td>
<td>2.000</td>
<td>73%</td>
</tr>
<tr>
<td>C-</td>
<td>1.667</td>
<td>70%</td>
</tr>
<tr>
<td>D+</td>
<td>1.333</td>
<td>67%</td>
</tr>
<tr>
<td>D</td>
<td>1.000</td>
<td>63%</td>
</tr>
<tr>
<td>D-</td>
<td>0.667</td>
<td>60%</td>
</tr>
<tr>
<td>E</td>
<td>0.333</td>
<td>N/A</td>
</tr>
<tr>
<td>F</td>
<td>0.000</td>
<td>59% or Below</td>
</tr>
<tr>
<td>P</td>
<td>0.000</td>
<td>N/A</td>
</tr>
</tbody>
</table>

Grades/percentages assigned by WVS will be converted to the St. Croix Central scale and given the corresponding St. Croix Central grade. If a virtual/homeschool student does not complete their course(s) within the semester guidelines, they will receive an “I” incomplete, and be given two additional weeks to complete the coursework. Virtual/homeschool students that are unsuccessful in their coursework will be evaluated by appropriate school personnel to their future educational path. Second semester seniors must have all coursework turned in two weeks prior to graduation.

**High School Diploma/Transcripts:**
Students must be aware that their grades from online course work will affect their class rank and other senior awards, according to the District policy.
Transfer Credits:
Students wishing to transfer credits into the virtual school program from home-based learning, another school district, or another virtual program should contact the St. Croix Central High School Counseling Department. Home-based credits go through a review process. To begin the process, students must provide documentation, which includes a copy of the DPI application for home-based education.

See School Board Policy 400.222

WIAA Eligibility:
A student is eligible for interscholastic competition if he/she is a full-time student in attendance at St. Croix Central High School.

Graduation Requirements:
Students who participate in St. Croix Central Virtual/Homeschool Education may opt to receive a diploma from St. Croix Central High School. The District awards diplomas to recognize students who have met certain academic requirements of the District. In order to graduate from St. Croix Central High School and receive a diploma, a student must satisfy the requirements set out in this policy. The policy requirements are grounded in the District's curriculum and state law requirements applicable to granting a diploma. The St. Croix Central High School educational program is designed to be completed in four years or eight semesters. Early graduation may be granted in accordance with District procedures.

Graduates from St. Croix Central High School shall complete the following credit requirements based on graduation year.

Graduation Year 2012 and Beyond: 24 Credits
13.5 required credits and 10.5 elective credits

Electives:
The principal and school counselor will determine if the District will support a student taking a Virtual course and whether credit will be given for any elective activity online. Approval for the elective must take place prior to the participation in the course. Elective credits require 60 hours of documented time for .5 credits. Elective credits must be approved before they will be granted.

Credit Distribution:

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>English</td>
<td>4.0</td>
</tr>
<tr>
<td>Social Studies</td>
<td>3.0</td>
</tr>
<tr>
<td>Science</td>
<td>2.0</td>
</tr>
<tr>
<td>Math</td>
<td>2.0</td>
</tr>
<tr>
<td>Physical Education</td>
<td>1.5</td>
</tr>
<tr>
<td>Health</td>
<td>0.5</td>
</tr>
<tr>
<td>Careers/Social Skills/Personal Finance</td>
<td>0.5</td>
</tr>
<tr>
<td>Electives</td>
<td>10.5</td>
</tr>
</tbody>
</table>

Students receive credit on a semester basis. High school students will need to provide credit information each quarter of the school year.
Students enrolled as fulltime virtual student at St. Croix Central High School for an entire academic semester, have the opportunity to earn a technology credit upon completion of five classes. (2½ credits) The technology credit is repeatable for fulltime virtual students. Fulltime virtual student have the opportunity to earn a maximum of four technology credits while attending St. Croix Central. Students may have the opportunity to earn 0.5 technology credit upon successful completion of a competency exam, taken prior to the end of each academic semester.

**Option Two – Home Instruction**

The school district of St. Croix Central incurs a financial liability as well as a responsibility for students enrolled who are under the auspices of its programming.

**Program Details / Stipulations**
The following stipulations are made concerning the 4K-12 Virtual Program for the St. Croix Central School District:

1. The program is open to students residing in the St. Croix Central School District. Students open enrolled into the St. Croix Central School District may also participate in the program, provided their work is done in a St. Croix Central school building.

2. Students will not be enrolled in Virtual/Homeschool Programming after the third Friday in September (membership count date) in any school year, unless there are extenuating circumstances. The superintendent or designee must give approval.

3. The parent or guardian of every student in the program is responsible for the following:
   a. Enrollment of the student, including filling out all required forms, signing required contracts, providing the District with immunization information or the required waiver.
   b. Establishing a basis of accountability for adequate progress. This may be done in one or more of these methods:
      i. Filling out a Virtual/Homeschool Student Report Card and submitting it to the Program coordinator quarterly.
      ii. Completing a narrative description of the work being done and progress being made on a quarterly basis.
      iii. Emailing or mailing progress updates regularly.
      iv. Maintaining a portfolio of the student’s work available for review two times per year by LEG or Program coordinator.
      v. Other means as approved by the Program coordinator.
   c. Keeping records of documented time spent on instruction. To complete the school year, 875 hours must be logged and turned in to the LEG. Co-op classes, field trips, and others, may be counted towards this time.
4. All materials to be ordered must be pre-approved by the program coordinator.
   a. First order due July 1st
   b. Second order due October 1st
   c. Third order due February 1st

A wide variety of materials and some services may be approved as long as they meet the goal of educating the student, don’t violate the terms of this policy, or are construed to be purchased more for the family than for the education of the student.
   d. Approved items include:
      i. Curricular materials from approved vendors including:
         ▫ Calvert
         ▫ K12 (Online Education)
         ▫ Math U See
         ▫ Scott Foresman
         ▫ The Back Pack
         ▫ Houghton Mifflin Harcourt
         ▫ Sonlight (with some exceptions)
         ▫ WVS
         ▫ K12
         ▫ 2020e
         ▫ Bringham Young
      ii. Library books - not to include religious content
      iii. Educational support material
      iv. Educational games/projects
      v. General physical education equipment
      vi. Art materials to support art curriculum
      vii. Other items as determined by the school district
   e. Items not on approved list:
      i. Cameras
      ii. Video equipment
      iii. Sewing machines
      iv. Laminators
      v. Large playground equipment
      vi. Furniture, shelving, desks, desk chairs
      vii. Internet installation / monthly fees
      viii. Summer courses, sports and recreation fees
      ix. Other items as determined by the school district

5. Materials ordered are not to be sold to others. Selling materials purchased through the program is a violation of the contract and the District may take legal means to recover the original value of the sold materials.

6. The District will establish a resource center for materials that are no longer of use to the students or families. It is encouraged that you return materials in a timely manner.

7. Students in grades 3-8 and 10 are required to participate in the Wisconsin Knowledge and Concepts Exam (WKCE) as related to District policy and state statutes. Students in
grades 2-8 may also take the Measures of Academic Progress (MAP) tests. The District will provide for this testing individually, or in small groups. MAP testing must be completed at school. Other testing may occur in the home, on District premises, or at a neutral site as dictated by the situation and as approved by the program coordinator.

8. Parents/guardians will need to come to the school to review computer operating procedures with a district representative. Computers may be taken home following the review. Families must cooperate with district technicians’ needs to remotely service the district computers in their homes as part of their support.

9. Special educational services will be delivered as described by the students’ Individual Educational Plan (IEP).

**Purchasing Procedures:**
Participants in the Virtual/Homeschool Program must follow these procedures:
- No purchases will be made until the District has a signed contract on file along with all enrollment paperwork.
- All materials and services will be approved by the program coordinator prior to ordering.
- Participants who choose to have the District order the materials for them must use the District provided forms.
- Participants can expect material to be ordered after July 1 and to receive the material within 6 weeks.

All District policies are subject to changes by the Board of Education.
Parent Agreement:
The St. Croix Central Virtual/Homeschooling Program provides support for curriculum, supplies, and materials for home schooled students. The program also provides limited tutoring services, curriculum selection support, technology and other services to our families. Parents agree to follow the guidelines set forth in the handbook. Please sign and date this contract and return it to the program coordinator by June 1st.

No Sell Provision:
No materials, equipment, or supplies acquired through the St. Croix Central Virtual/Homeschooling Program are to be sold to a third party. The District may use legal means to recover the original value of materials, equipment, or supplies should they be sold.

Technology:
Access to the technology utilized during an online/homeschool course imposes certain responsibilities and obligations. Appropriate use is ethical, honest, and legal. It demonstrates respect for physical and intellectual property, system security protocols, and individuals’ rights to privacy as well as freedom from intimidation, harassment, and unwarranted annoyances. The Technology Use Agreement and Network Use Agreement must be on file before online/homeschool courses or sites are provided.

Financial Liability:
It is understood by the parent(s) or guardian(s) that by participating in this programming and accepting curricular or supplementary material, students must be enrolled from the time materials are ordered, through the third Friday in September (official count date). Should the student be withdrawn before the third Friday in September, the parent(s) or guardian(s) are responsible for re-paying the District 100% of costs before the third Friday of September.
By completing the form below, it is agreed that the conditions outlined in the Virtual/Homeschool Handbook will be followed.

Parent/Guardian: 

Signature: ___________________________ Date: ___________________________

Address: ________________________________________________________________

City/State/Zip: ____________________________________________________________

Home Phone: ____________________________________________________________

Work Phone: ____________________________________________________________

Cell Phone: _____________________________________________________________

Email: _________________________________________________________________

List the names, birthdates, ages, and grade level of the children participating in the program:

<table>
<thead>
<tr>
<th>Name</th>
<th>Date of Birth</th>
<th>Age</th>
<th>Grade</th>
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<tbody>
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Please return to the program coordinator or any St. Croix Central school.