ST. CROIX VIRTUAL ACADEMY

HANDBOOK FOR FAMILIES

Updated June 28th, 2023

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What is the St. Croix Virtual Academy?

The St. Croix Virtual Academy offers a new opportunity for students across the state of Wisconsin, but especially for those residing in the St. Croix Valley who are looking for an alternative to the traditional brick and mortar school. It is a public, tuition-free school within the St. Croix Central School District. The focus of the program is the needs of individual students who may need or desire an alternative approach to their education. The Academy also has a classroom space available each day the High School if students wish to come in and work with a Virtual Academy staff member.

The St. Croix Virtual Academy Approach

This charter school recognizes the importance of offering opportunities to parents/guardians and students that take advantage of progressive methods in the delivery of instruction. The following sections more clearly describe the approach that the St. Croix Virtual Academy will take.

Student Commitment

Students intending to enroll in virtual programming must make a commitment to complete the coursework in order to demonstrate evidence of learning. A student who fails to demonstrate commitment and evidence of learning coursework may no longer be eligible for enrollment in the St. Croix Virtual Academy.

Students must make a commitment to spend just as many hours or more completing virtual coursework as they would spend completing coursework in a traditional setting. Minimally, students should plan to spend 5-7 hours per day on coursework. Through regular communication, the status of the student will be evaluated by administration based upon individual performance.

Students/families must participate in a minimum of two student led conferences with the school counselor throughout the school year.

Students must commit to taking all required state assessments as required by law or that are deemed necessary by the St. Croix Virtual Academy.

Please refer to the Student Academic Contracts for your grade level on pages 12-14.

Enrollment

The program is open to any student that resides in Wisconsin. Students residing outside of the St. Croix Central School District should refer to the Open Enrollment procedures on the WI Dept. of Public Instruction website. Information is also available on the St. Croix Central District Website under Virtual School (www.scc.k12.wi.us).

July 2023

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August 2023

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September 2023

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October 2023

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Board Approved—1/25/2023

ST. CROIX CENTRAL STUDENT CALENDAR 2023-24

Labor Day	**Sept. 4**
Columbus Day	**Oct. 9**
Veterans Day	**Nov. 11**
Thanksgiving Day	**Nov. 23**
Christmas Day	**Dec. 25**
New Year's Day	**Jan. 1**
Martin Luther King Jr. Day	**Jan. 15**
Easter	**March 31**
Memorial Day	**May 27**
Independence Day	**July 4**

2024 Summer School Dates:

Week 1	**June 3-6**
Week 2	**June 10-13**
Week 3	**June 17-20**
Week 4	**June 24-27**

Any changes will be published in the Baldwin Bulletin newspaper or on the SCC website (www.scc.k12.wi.us).

November 2023

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December 2023

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January 2024

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February 2024

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March 2024

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April 2024

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May 2024

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June 2024

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AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE
24► Open House	1► 1st Day of School—Gr. 1-9	17&19►P/T Conferences	20-24►Thanksgiving Vacation—No School	25-29►No School Christmas Vacation	1►No School for Students	16►No School for Students	11-15►No School Spring Break	9&11►P/T Conferences	10►No School for Students	
	4► No School Labor Day	20►No School for Students	30►End of 1st Trimester		2► 1st Day Back to School	29► End of 2nd Trimester	29► No School	12►No School for Students	24► 2024 Graduation 7:00 p.m.	
	5► 1st Day of School—4K-12				12► End of 1st Semester				27► No School Memorial Day	
	25► No School for Students				15►No School for Students				31►Half Day of School for Students	
	29► SCC Homecoming								31►End of 2nd Semester	
									31►End of 3rd Trimester	

	Open House		Start Date		P/T Conference		No School		Homecoming		End of Trimester		End of Semester		Graduation

Days of Instruction/Instructional Time

Our school year follows the St. Croix Central District calendar, therefore; students have 170 teacher contact days.

Charter School Staff

District Administrator	Tim Widiker	715-796-4500	twidiker@scc.k12.wi.us
Virtual School Principal	Stephani Posta	715-210-5002	sposta@scc.k12.wi.us
Virtual School Counselor	Karli Eichstadt	715-796-5383	keichstadt@scc.k12.wi.us
Administrative Assistant	Cindy Beamer	715-796-5383	cbeamer@scc.k12.wi.us
Virtual Academy Registrar	Rebecca Haug	601-207-0610	rhaug@scc.k12.wi.us
Technology Administrator	Chad Konsela	715-781-8559	ckonsela@scc.k12.wi.us
Student Services Director	Leah Volker	715-796-4500	lvolker@scc.k12.wi.us

Governance Council

The Governance Council includes parents/guardians of students, community members, virtual charter school staff, and the district administrator. The Council meets monthly to oversee the financial, educational, operational, and collaborative aspects of the school.

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

The needs of the individual student will be discussed with each student and parent/guardian at the time of enrollment. 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, Accelerate Education, eDynamic, Penn Foster 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 from required courses from various providers will be the responsibility of the Charter.

Support Services

Existing support services such as a school counselor, school nurse, speech language pathologist (SLP), special education, school psychologist, etc., will be available within district boundaries to all students participating in online instruction.

Student Eligibility in Summer Programming

The Charter will determine the summer course offerings that meet students' needs. Students who meet eligibility criteria may be approved for summer coursework.

Student Responsibility for Online Courses

Students are required to:
- Complete all given assignments, quizzes and tests (varies by the course).
- Respond to email communication from virtual school staff within 48 hours of the time the message was received.
- Stay on pace (5-7 hours of work per day).
- Schedule time each day to work on the course.
- Read all information, view all resources, and be responsible for understanding the information.
- Work closely with the school counselor and administration to plan appropriate course selection and to communicate needs.
- Notify the teacher when planning to be unavailable to work on coursework for any period of time **exceeding three school days**.
- A Doctor's note is required for absences exceeding **three consecutive school days.**

Course Progress/Attendance for Online Courses

Being online does not mean that the student has to be online all of the time to do the coursework. Assignments can be printed out, copied and pasted into a Microsoft Office, downloaded to Google or created in other apps. These documents may 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 administrator for corrective action. Students that do not make adequate progress may be released from the Virtual Academy and returned to their district of residence.

Whenever a pupil attending a virtual charter school(VCS) fails to respond appropriately to a school assignment or directive from instructional staff within 5 school days, the VCS must notify the pupil's parent/guardian. The third time in the same semester that a pupil fails to respond appropriately to a school assignment or directive from instructional staff within 5 school days, the VCS must also notify the nonresident district, the pupil's resident district and the Department of Public Instruction (DPI). After the third time, the nonresident district may terminate the pupil's open enrollment and transfer the pupil to the resident district.

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 course) is considered Habitual Truancy and is therefore in violation of Wisconsin's Compulsory Attendance Statutes 118.15 (1) (a) that require a child attends 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(s) may be subject to legal sanctions.

Add/Drop Online Courses

Students will be allowed to add/drop any virtual class during the **first two weeks** of the course. Classes must be approved by the program coordinator, school counselor, and administration. 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. Students are required to earn a minimum of 20 credits in order to graduate from the St. Croix Virtual Academy. Students are allowed to graduate one semester early.

School Activities

Students enrolled in the Charter are eligible for St. Croix Central extra-curricular activities.

Athletics

All virtual middle school students (5-8) are **permitted** to participate in St. Croix Central Middle School athletics, since they are not a part of the WIAA. **Only resident** virtual high school students (9-12) **are permitted** to participate in St. Croix Central High School athletics. However, **open-enrolled** virtual high school students are **not permitted** to participate in St. Croix Central High School sports, due to WIAA regulations.

Discipline Procedures

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

Students who violate regulations will face consequences in accordance with student handbook, policies and procedures. Consequences could include removal from the St. Croix Virtual Academy.

Resources

The District will provide the following:

- A viable 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/hotspot if needed
- All state required assessments will be given to all students as required or deemed necessary by the St. Croix Virtual Academy.
- Virtual School Teachers will be available during regular school hours to provide additional academic support as needed.
- Opportunities to participate in District programming such as assemblies, extra and co-curricular activities, athletics and non-core classes

Internet Reimbursement Policy

St. Croix Central students who take virtual classes on a full-time basis are eligible for internet reimbursement. The St. Croix Central School District will reimburse a family's internet provider up to $30 per month, up to 9 months per year, for a maximum of $270 annually. Students who withdraw during the school year will have their reimbursement amount prorated on a daily basis. Families are required to fill out an Internet Reimbursement form annually for payment in June. Information will be emailed in the spring of the current school year.

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/guardian must make sure the following are in place:

- Student and parent/guardian must read and understand the online course requirements and policies to determine if the student will be successful in an online course.
- The school counselor and principal have reviewed the applications.
- The administrator and/or school counselor set up an orientation with the student and parent/guardian.
- Enrollment contract is completed, signed and returned, along with other enrollment forms.
- A Personalized Learning Plan will be developed with the student, parent/guardian, mentor/teacher, administrator, and/or school counselor.
- The administrator 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 the same way they are 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/guardian, or the administrator and/or school counselor will be able to check progress by accessing the online grade book. Following course completion, the teacher is responsible for turning in the grade report to the counseling center. Courses may only be taken one time for credit. You may repeat a course to replace the existing grade.

Grading:
The following system will be used for the calculation of GPA for grades 9-12.

Grade	Scale	Percentage
A	4.000	93%
A-	3.667	90%
B+	3.333	87%
B	3.000	83%
B-	2.667	80%
C+	2.333	77%
C	2.000	73%
C-	1.667	70%
D+	1.333	67%
D	1.000	63%
D-	0.667	60%
F	0.000	59% or Below
P	0.000	Pass
N/A	0.000	In Progress

Transfer Credits:
Students wishing to transfer credits into the virtual charter school from home-based learning, another school district, or another virtual program should contact the Virtual Education Principal/Counselor. 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.

Graduation Requirements: 20 Credits
15.5 required core credits and a minimum of 4.5 elective credits

Credit Distribution:

English	4.0 Credits
Social Studies	3.0 Credits
Science	3.0 Credits
Math	3.0 Credits
Physical Education	1.5 Credits
Health	0.5 Credits
Careers/Personal Finance	0.5 Credits
Electives	4.5 Credits
Naturalization Exam	No Credit

Virtual Academy Class Requirements For High School Graduation:

- ❏ 4 cr. English
  - ❏ _____
  - ❏ _____
  - ❏ _____
  - ❏ _____
- ❏ 3 cr. Math
  - ❏ _____
  - ❏ _____
  - ❏ _____
- ❏ 3 cr. Science
  - ❏ _____
  - ❏ _____
  - ❏ _____
- ❏ 3 cr. Social Science (see below for required courses)
  - ❏ 1 cr. US History
  - ❏ 0.5 cr. Government
  - ❏ Naturalization Exam (no credit)
  - ❏ _____
  - ❏ _____
- ❏ 1.5 cr. Physical Education
  - ❏ _____
  - ❏ _____
  - ❏ _____
- ❏ 0.5 cr. Health
- ❏ 0.25 cr. Personal Finance
- ❏ 0.25 cr. Careers
- ❏ 4.5 cr. Elective Courses
  - ❏ _____
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  - ❏ _____
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  - ❏ _____
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Student & Parent Device Policy & Acceptable Use Agreement

St. Croix Virtual Academy will loan school laptops/hotspots to students who are in need of a computer. The students/parents will be financially responsible for any repair of the laptop. We will attempt to make repairs remotely with our technology team. However, if the laptop is beyond remote repair, it will need to be returned to the tech team, and you will receive an invoice for the amount of the damage. If a student is charged for laptop repair, **the invoice is expected to be paid in full within one month**. Please contact the office if it is necessary to make other payment arrangements.

Damaged or broken devices are the responsibility of the student and their parent/guardian. All fees associated with these devices will need to be paid to SCVA. In the case that the laptop needs to be fully replaced, the replacement cost of the device will be approximately $700. Replacement devices must be purchased by SCVA. Parents/Guardians and Students will also be responsible for the cost of returning the laptop to the SCVA office.

By borrowing a school laptop and/or hotspot, we agree to the above and below statements:

● I (We) agree the school devices are to be used for school and educational purposes only.
● I (We) agree there will be no downloading of any program or software, unless authorized by school administration for class use.
● I (We) understand and agree we will be financially responsible for any physical damage, virus infection, lost, stolen, or missing laptops. We acknowledge and understand the laptop replacement charge will be approximately $700, cases $20, and charging cords $20.
● I (We) agree to follow all rules and provisions of the St. Croix Central/St. Croix Virtual Academy Acceptable Use Policy. We understand the school laptop/hotspot can be recalled at any time.
● I (We) understand and agree that any hardware or software is owned by St. Croix Central/St. Croix Virtual Academy.
● I (We) understand and agree we will have a backup computer/internet source available and that it is our responsibility to make sure we are still able to log in to classes.
● I (We) understand we are responsible for the cost of returning the laptop and/or hotspot to the SCVA office and that it needs to be packaged securely. We will provide SCVA with the tracking number.
● I (We) understand that if we do not return the devices in a timely manner that the local police department will be contacting us for its return.

_____   _____   _____
Signature of Student   Date   Print Name of Student

_____   _____   _____
Signature of Parent/Guardian   Date   Print Name of Parent

High School - Student Academic Contract

I, _____ (student), understand SCVA is a full-time, online charter school, and my academic success depends greatly on my own effort.

To give myself every chance to achieve academic success, I understand and agree I will:
- Put forth the effort required of me to ensure every chance of being successful in every course.
- Understand I will have a backup computer available at all times if needed.
- Commit a minimum of 30-35 hours per week to school, observe assignment due dates, and communicate with my assigned teachers. My communication with my teachers can be by whatever means the teacher requires.
- Understand that in most cases each course I enroll in, includes one hour per day of Homework.
- Complete at least 30% progress each week (follow plan with advisor).
- Respond to emails and phone calls from SCVA staff and/or teachers as soon as possible and no later than one school day.
- Communicate with my advisor if I will not be able to work for more than 3 days on my coursework.
- Participate in the online student orientation.
- Agree to read/watch all lessons & videos and not turn in blank assignments in my courses.
- Meet all graduation requirements as outlined
- Participate in all local and state standardized testing as required by the school. **Tests may occur at locations that require travel.**
- Work to the best of my ability to learn and achieve the highest grades possible in each course.

Please read carefully: I understand if I am not able to maintain adequate progress in my courses, I may be transferred back to my resident district high school. I will do my very best to make certain I will be successful at SCVA.

_____ _____ _____
Signature of Student   Date   Signature of Parent/Guardian Date

Middle School Student Academic Contract

I, _____ (student), understand SCVA is a full-time, online charter school, and my academic success depends greatly on my own effort.

To give myself every chance to achieve academic success, I understand and agree I will:
- Put forth the effort required of me to ensure every chance of being successful in every course.
- Understand I will have a backup computer available at all times if needed.
- Commit a minimum of 30-35 hours per week to school, observe assignment due dates, and communicate with my assigned teachers. My communication with my teachers can be by whatever means the teacher requires.
- Understand that in most cases each course I enroll in, includes one hour per day of Homework.
- Complete at least 30% progress each week (follow plan with advisor).
- Respond to emails and phone calls from SCVA staff and/or teachers as soon as possible and no later than one school day.
- Communicate with my advisor if I will not be able to work for more than 3 days on my coursework.
- Participate in the online student orientation.
- Agree to read/watch all lessons & videos and not turn in blank assignments in my courses.
- Meet all graduation requirements as outlined
- Participate in all local and state standardized testing as required by the school. **Tests may occur at locations that require travel.**
- Work to the best of my ability to learn and achieve the highest grades possible in each course.

Please read carefully: I understand if I am not able to maintain adequate progress in my courses, I may be transferred back to my resident district high school. I will do my very best to make certain I will be successful at SCVA.

_____ _____ _____
Signature of Student   Date   Signature of Parent/Guardian Date

Elementary Student/Parent Academic Contract

I, _____ (Parent/Guardian), am the Designated Caretaker for _____ (student), and I understand that SCVA is a full-time, online charter school, and my child's personal academic success depends greatly on my support and assistance.

To give my child every chance to achieve academic success, I will:

● Supervise and maintain a physically, mentally, and emotionally safe learning environment for my child.
● Make sure an adult is present and readily available to assist my child each day which may include sitting next to them while they learn.
● Make sure my child has a quiet and dedicated space to work each day.
● Have a backup computer available & an internet source at all times if needed.
● Commit to ensuring the attendance and participation of my child each school day.
● Communicate with my child's teachers by whatever means the teacher requires.
● Respond to emails and phone calls from SCVA staff and/or teachers as soon as possible and no later than one school day.
● Participate with my child in the online student orientation if needed.
● Assist my student with the submission of their work according to their due dates.
● Participate in all state standardized testing as required by the school and/or the state of Wisconsin. **Travel may be necessary.**
● Follow all the policies and procedures of SCVA, as listed in the SCVA Elementary Student Handbook.
● Provide basic school supplies per the classroom materials list that my child will need to be successful.
● Support and encourage my child without completing the work for them.

Please read carefully: I understand if I am not able to maintain adequate progress in my courses, or a parent/guardian is unavailable throughout the school day to provide a supervised and safe environment I may be transferred back to my resident district. I, as the student, will do my very best to make certain I will be successful at SCVA and I, as the parent/guardian, will do my best to support and supervise my child while they are enrolled in SCVA.

_____ _____
Signature of Parent/Guardian   Date

_____ _____
Signature of Student   Date