

Sun Prairie Area School District Sun Prairie Virtual School



2016-2017
Student & Family Handbook



If student or parent/guardian would prefer to have this information translated into Spanish, please contact us at 834-6620.

Si un estudiante, padre ó guardian prefiere tener esta información traducida en Español, por favor contactenos en el 834-6620.

If a student or parent/guardian would prefer to have this information translated into Hmong, please contact us at 834-6630.

Yog tus me nyuam lub xiv los yog niam thiab txiv/tus neeg muaj cai saib xyuas tus me nyuam xav tau qhov ntawv ntawm no ua lus Hmoob, thov hais rau pab rau ntawm 834-6630.

STATEMENT OF NONDISCRIMINATION

No student may be discriminated against in any programs, activities or in facilities usage because of the student's sex, color, religion, profession or demonstration of belief or non-belief, race, national origin, ancestry, creed, pregnancy, marital or parental status, homelessness status, sexual orientation or physical, mental, emotional or learning disability. Harassment is a form of discrimination and shall not be tolerated in the district. It is the responsibility of administrators, staff members and all students to ensure that student discrimination or harassment does not occur. (SPASD Policy JB)

Notice of School Site Student and Family Handbook Distribution

In addition to this handbook, each student and family enrolled in the Sun Prairie Virtual School shall also receive a student and family handbook for the school site that the student would normally be assigned under regular enrollment. This school site handbook will outline specific Sun Prairie Area School District School Board policies in compliance with annual notice.

Disclaimer

This handbook is not meant to supersede or conflict with the Sun Prairie Area School District School Board policies, state statutes, or federal law. Policies and procedures are in effect for the school year this handbook is issued and are subject to change during the school year if policies or laws change.

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Mission Statement

The mission of the Sun Prairie Virtual School (SPVS) is to provide students and education in a non-traditional setting using a personalized learning plan that fits the unique needs of each particular student.

Vision, Purpose and Direction

Through this arrangement, the district can meet the unique needs of families who are eager and willing to take the lead role in the education of their children with licensed educational support and accountability measures that meet the requirements of the law for public school students in Wisconsin.

The purpose is to provide resources and support to students and parents/guardians in order to allow them the flexibility and customization that best suits each child. The licensed staff of Sun Prairie Virtual School will work with families to assist students in achieving their maximum academic growth in all required areas throughout the school year. The Sun Prairie Virtual School will provide the resources and support necessary for students to have access to an enriching and fulfilling academic experience.

The Sun Prairie Virtual School is:

A public school that provides educational services to families whose students are seeking an educational option that they can direct from the home with a flexible schedule, personalized curricular choices, and access to resources under the directional support of licensed educational professionals. Many of our students have come from a home-schooled background and as such, have experience with this level of flexibility.

A unique educational institution that utilizes the expertise of our staff to provide an educational experience that encompasses much more than simply direct instruction for a set number of hours per year. Certified, highly qualified instructors provide one-on-one instruction to students while joining Learning Coaches and Student Service Coordinators in providing frequent interaction, affirming progress and challenging students to a high level of mastery through quality feedback. Instruction, practice, and assessment activities are all conducted in “on-line” classes that can be accessed from the student’s home via computer and internet connections. Student-teacher-advisor interactions occur through email, class software connections, and phone conversations. Occasional “in person” meetings are necessary at times.

The Sun Prairie Virtual School is not:

Home-schooling as defined by Wisconsin Statute 115.001(3g). The Sun Prairie Virtual School is a public school option that involves the utilization of licensed State of Wisconsin teachers in our delivery model.

Our school and the educational delivery of our school require significant involvement of the parent(s)/guardian(s). The arrangement between the Learning Coach, Student Service Coordinator, school counselor, student and the parent/guardian is critical in the educational successes of the student.

Our school is not an “at-risk” educational option for students who are credit deficient or find themselves unsuccessful in the traditional educational setting. Students must meet certain entrance criteria prior to enrollment.

Online Learning

Wisconsin Statute 115.001(16) defines a virtual charter school as a charter school “in which all or part of the instruction is provided by means of the Internet.” Students in the Sun Prairie Virtual School will be provided instruction in a minimum of one course offered by means of the Internet. Multiple course offerings will be available to students in all grade levels. Online instruction requires a certain level of organization and skills using multiple media sources. It is the goal of the Sun Prairie Virtual School that students will have the opportunity to demonstrate the necessary skills to participate in this type of instruction. Therefore, students will be offered coursework and tutorials in the skills necessary to develop the necessary knowledge to participate in online coursework. The Sun Prairie Virtual School also understands that not every student is interested in or skilled in navigating instruction primarily over the Internet.

Application Process

All Wisconsin resident students are eligible to apply for Sun Prairie Virtual School. Students who do not reside within the Sun Prairie Area School District will need to follow the Wisconsin Department of Public Instruction (DPI) procedures for open enrolling in the District.

Local enrollment:

Students wishing to enroll in the Sun Prairie Virtual School must do the following:

1. A parent or guardian must contact a school level counselor to indicate intent to enter a student into virtual school to begin enrollment application.
2. The parent or guardian and student shall participate in a school based team meeting to review eligibility, best fit criteria, and receive a recommendation for virtual school enrollment from the building team and the principal of alternative programs.
3. Enroll by May 10th for Semester 1 of the following year.
4. Enroll by Dec 1st for Semester 2 of the current year.
5. The student and parent/guardian must participate in an orientation meeting with Principal of Alternative Programs, or technology representative, and a Virtual School Student Service Coordinator.

Students from the Sun Prairie Area School District do not need to open enroll to the Sun Prairie Virtual School. Virtual School students may take up to two courses in a traditional school, and participate in extracurricular activities and athletics.

Open enrollment:

Students wishing to enroll in the Sun Prairie Virtual School from outside the Sun Prairie Area School District must open enroll using the online enrollment on the Wisconsin DPI website (http://sms.dpi.wi.gov/sms_psctoc) or by contacting the JEDI virtual school office at (262) 473-1469. Students who have open enrolled and attended in the previous school year will not have to open enroll again.

Criteria for enrollment:

Students who are considered for entrance into the Virtual School shall meet, or exceed, the following criteria to be considered for admittance:

- Have maintained a positive record of attendance within current school enrollment.
- Meet benchmark criteria for proficiency in both reading and math.
- Meet with school counselors and teacher teams to discuss school based interventions before consideration of virtual school programming.
- Have a parent or guardian who is actively involved in the student's virtual learning activities.
- Attend a mandatory conference to start each school year to review curricular choices. Failure to attend may jeopardize the ability to participate in virtual school programming.
- Be self-directed and have strong time management skills as recommended by a classroom teacher.
- Be willing to attend recommended tutor sessions with online instructors as needed.
- Be willing to develop effective communication skills, succinctly presenting ideas and asking questions in a positive, appropriate way.
- Be self-motivated and self-disciplined as recommended by a classroom teacher.
- Show determination when confronting obstacles.
- Be personally invested in their own education.
- Avoid conflicts with activities that may interfere with learning.
- Have convenient and frequent access to a computer and the Internet.
- Be willing to try new learning formats and activities.
- Be computer literate.

Acceptance of Enrollment:

It is understood by the parent(s)/guardian(s) that participation in the Virtual School and acceptance of curricular or supplementary materials require that students must be enrolled full-time for the school year. Should the student be withdrawn before the end of the school year, the parent(s)/guardian(s) are responsible for returning all curricular materials and technology to the Sun Prairie Virtual School.

JEDI Student Onboarding Program

To ensure a successful virtual school experience for students, JEDI Virtual School facilitates an individualized onboarding program.

The program begins up to one month before the beginning of the school year after the student has successfully proceeded through the enrollment and admissions process.

Students K-12 and their guardians participate in a personalized orientation meeting with their district counselor, JEDI student services coordinator and other district support staff. The meeting objective is to set individualized academic goals, begin navigating courses and ensure the student is confident with program expectations. Additionally, decisions regarding district extracurricular academic and athletic programs will also be discussed.

Following the enrollment meeting, JEDI instructors (and learning coaches 6th-12th) begin weekly, individualized connections with students. Throughout the entire course, instructors provide recommended live, one-on-one instruction to students via Skype or Blackboard Collaborate. K-5 students are required to complete monthly, documented live instructor evaluations, and are encouraged to participate in class connects with their online instructor as needed and at least monthly.

Virtual School Year

To accommodate the unique learning environment and timeline, the Virtual School will have an alternate start date that will vary from the traditional building. The official start date of the Sun Prairie Virtual School shall be the **third Monday in August**, and the school year will conclude on the final day of the regular school year calendar. All other calendar events shall be the same as the regular Sun Prairie Area School District.

Exiting Virtual School

A student may return to a traditional building provided the following steps have been completed. Students who fail to meet the following steps may not be immediately re-admitted to a school building.

1. A parent has requested to a Virtual School Student Service Coordinator through written communication intent to return to a traditional building.
2. A school placement meeting has been attended by the student and parents to determine placement eligibility and discuss the student's learning needs.
3. All Virtual School supplies and curricular materials have been returned to the Virtual School Student Service Coordinator.

Virtual School Participants, Roles and Responsibilities

A successful Virtual School program requires the active participation of many individuals from the home, the school, and the district.

Students enrolled in the Sun Prairie Virtual School

Daily Responsibilities

- Full time participants are expected to complete at least 6 hours of learning per day to make adequate progress.
- Respond to, and engage in, communication with teachers, Learning Coaches and Student Service Coordinators. You may include questions about your course during one-on-one live sessions with your online support team.
- Read all notifications and announcements from the Virtual School.
- Protect learner account by not sharing username and password, and logging off the system when finished.
- Check discussion groups for student and teacher postings.
- Act in an ethical and honest manner.
- Have a notebook, or digital record keeping tool for taking notes and keeping track of assignments.
- Manage time to finish assignments and complete a quiz or test.
- Maintain computer and software to current standards.
- All students are required to contact their Instructor or Student Service Coordinator to unlock evaluations, as students may not have open access to their summative work.
- Students pursuing NCAA eligibility will additionally complete final assessments proctored by a certified staff person, not a coach, athletic director, or student.
- Email your instructor with any questions you have about the curriculum, being as specific as possible to the unit, lesson and question in order to assure a swift resolution

Weekly Responsibilities

- Respond to instructor feedback on assignments and assessments.
- Check grades in the grade book to monitor success.
- Discuss any questions about coursework with teacher and Learning Coach.
- Create and meet a goal for coursework completion.

Parents and Guardians of Virtual School Students

The Sun Prairie Virtual School parent/guardian is an active participant in the delivery of resources provided by the Sun Prairie Virtual School.

- The Sun Prairie Virtual School parent/guardian is responsible for maintaining a dialogue with instructors, learning coaches, and student services to help in monitoring progress of the student in virtual classes by reviewing progress reports and responding to electronic communications.
- The parent/guardian is responsible for maintaining a schedule of instructional opportunities and ensuring that the student is progressing at a pace that is meeting the individual needs of the student.
- The Sun Prairie Virtual School parent/guardian is responsible for maintaining contact with the Sun Prairie Virtual School teachers and staff throughout the school year.
- The Sun Prairie Virtual School parent/guardian has the legal right to provide educational services in the home as defined in Wisconsin Statute 118.40(8)b.2.
- The Sun Prairie Virtual School will work with the parent/guardian to assist students in achieving their maximum academic growth in all required subject areas throughout the school year. (See Appendix A: SPVS Network of Student and Family Support)

Support Staff Roles and Responsibilities

Sun Prairie Schools offer many venues of support to our students to ensure their academic success.

Instructors

Instructors are required to hold regular, weekly office hours and to maintain contact with the student with a one-on-one live tutoring option as needed and at least monthly. When a student places a phone call or sends an email, a comprehensive, thorough response is required within 24 hours. A variety of methods for student-teacher communication are encouraged, including, but not limited to, phone calls, email, individual, live tutoring sessions via Skype, Blackboard Collaborate and others. Teachers send a welcome email to the student when the student is enrolled in their course as the initial interaction. The teacher will choose four hours over the course of a week to be available by appointment for students, to fulfill JEDI's requirement of office hours. Assignments will be graded within 48 hours, and quality feedback is provided to the student throughout the course.

At the elementary level (K-5), students will be assigned a single "homeroom" teacher. This instructor is a highly qualified professional with specific expertise in the elementary instruction. This online teacher oversees all facets of the instructional experience for every subject, while the parent as learning coach works side-by-side with your child to facilitate his or her progress through the daily lessons. Throughout the week, the teacher stays in close contact with you and your student, communicating regularly by email, via phone, and in one-to-one, real-time meetings that take place online. K-5 students are required to attend monthly live evaluations by their instructor.

At the middle school level, the Learning Coach continues to work closely with the student to facilitate progress through the daily lessons. Students are exposed to more content-specific instructors in grades 6-8. Middle school instructors possess deep expertise in their dedicated subjects. They provide feedback on student work samples in their content-specific subjects to help prepare students on their journey to high school. Throughout the month, the teacher stays in close contact with the student, communicating regularly by email, Skype, over the phone, and in one-on-one, real-time meetings that take place online via Class Connect and Study Hall sessions.

High school courses are taught by instructors specifically experienced in their respective subjects. They grade students' assignments and assessments, respond to student questions via email, phone, Class Connect, Skype, over the phone, and during appointments made in office hours.

Student Service Coordinators

Each student enjoys frequent, effective assistance from their Student Service Coordinator. The coordinator supports with the application and enrollment process, evaluating transfer credits, choosing courses that will lead to graduation, communicating with district administration, counselors, additional district support staff and JEDI support staff, and resolving other issues that may arise. Student Service Coordinators will also ensure students participate in state-mandated testing and college preparatory programs offered both on district campuses and online.

Student services and instructors provide passwords to students to unlock evaluations as they are not openly accessible and will be proctored in this way.

In addition, students pursuing NCAA Eligibility will be assisted by their Student Service Coordinator to:

- Document daily work time,
- Ensure an 18-week schedule for semester courses,
- Document student/instructor interactions, and
- Arrange and/or verify required proctoring of final assessments by a certified staff member.

Learning Coaches

Each virtual school student is assigned a Learning Coach. The Learning Coach monitors student progress weekly and provides a comprehensive report to the students' support team. Learning coaches team with course instructors and student services to provide guidance, offer additional resources to students as needed, motivate students and keep students on track.

On Site Monitoring

Students that participated in virtual school courses within the school building will be monitored.

Curriculum

The Sun Prairie Virtual School instructional model allows for a choice of course options that best fit the needs of the student and the family. Course selections are made through consultation with the Sun Prairie Virtual School counselor in compliance with the student's learning plan and graduation requirements.

Adding Courses

Courses for a student learning plan may be changed throughout the year if necessary prior to the beginning of a semester, or if a student completes courses prior to the end of course deadlines. Advanced Placement courses must be added prior to the beginning of a semester to accommodate placement exam timelines. Students are responsible for contacting their school counselor to register for Advanced Placement testing.

Dropping Courses

Requests to drop a student's course **must be received through the official withdrawal form within the first 10 calendar days after activation** to the Sun Prairie Virtual School. No requests will be honored after the initial 10 day window. Any course that is not completed will be handled according to the Progress Guidelines referenced within the Virtual School handbook. Link to withdrawal form:

<http://www.jedivirtual.org/withdrawalform.html>

Course Extensions

Sun Prairie Virtual School will allow a student access to their course(s) during their current school year enrollment.

Sun Prairie Virtual School will grant an extension upon request from parent/guardian or student in the case of **extenuating circumstances** (medical, family emergency, etc.) that prevented regular on-time completion. Sun Prairie Virtual School will consider the online teacher and Student Service Coordinator's recommendation in the final decision for granting an extension. Families may be responsible for additional financial costs incurred if a student requests more than one extension of a class.

Requests for an extension should be made through the official extension form **two weeks before the student's original end date**. This provides enough time to make a decision in the best interest of the student and the school district. **Requests made after the end date will not be granted.**

Link to extension request form: <http://www.jedivirtual.org/jvscourseextension.html>

Course Deadline Exceptions

Students who need their final grade for graduation or another time dependent event should submit all work at least two weeks prior to the date the grade is needed. This will allow the teacher sufficient time to grade work and support staff to record grades to a transcript.

Progress Guidelines

Sun Prairie Virtual School recognizes that only through continuous communication can students be successful in an online course. Within each course the instructor can provide weekly pace requirements. It is essential that the student and instructor maintain regular contact through email.

Lack of Progress

- If the student does not submit the expected number of assignment(s) within a period of five (5) consecutive days as determined through the student's pacing chart, the student, parent/guardian, and district will be notified of the student's lack of progress by the Student Service Coordinator. An exception may be granted if a request has been submitted to the instructor and Student Service Coordinator from a parent/guardian or student in the case of **extenuating circumstances** (medical, family emergency, etc.) that prevents regular progress.
- If the student does not respond and make progress within five (5) days of the initial notification, the Student Service Coordinator will initiate truancy or withdrawal procedures.
- If the student does not respond by submitting assignments within ten (10) days of the initial notification, the Sun Prairie Virtual School and the instructor and Student Service Coordinator will assume that the student does not intend to remain in the course. The district's virtual school Student Service Coordinator will then contact the district to verify that the student be administratively dropped from the course. The course grade of record will be recorded as a failing grade.

Grading

The virtual school provides monthly progress reports to students, parents and Sun Prairie Area School District.

Elementary K-8

Student progress will be recorded as incomplete until all coursework is completed. Upon completion of a course an official district grade will be recorded as pass or fail.

Secondary

Student letter grades are recorded as official district grades per course completion as reported by Jedi Virtual School.

Academic Assessment

Student progress will be assessed in multiple manners throughout the school year. It is the responsibility of the student and parent/guardian to ensure that students are participating in all required assessments as determined by the district. Assessments come in a variety of different forms. A summary of the various types of assessments are listed below.

State Testing

The State of Wisconsin requires testing of all public education students. Students in the Sun Prairie Virtual School are public school students who are required to participate in the state assessment system. The state test will be proctored by a teacher from the Sun Prairie Virtual School or another staff member assigned by the Sun Prairie Area School District Director of Innovation, Assessment and Continuous Improvement. Locations for the state testing will be determined based on the locations of the families in the Sun Prairie Virtual School. Students may be required to travel to locations some distance away from their home in order to participate in this required assessment.

Students in grade 9-10 are required to participate in the Aspire in the spring of the school year. Students in grades 3-8 are required to participate in the Forward Exam in the spring of the school year. Students in grade 11 are required to participate in the ACT and WorkKeys in the spring of the school year. All ELL students are expected to participate in the ACCESS test in the winter of the school year.

| TEST | FALL | WINTER | SPRING |
|--------------|------|------------------|-------------|
| Aspire | | | Grades 9-10 |
| Forward Exam | | | Grades 3-8 |
| ACT | | | Grade 11 |
| WorkKeys | | | Grade 11 |
| ACCESS | | All ELL students | |

District Testing

The Sun Prairie Area School District provides testing for all enrolled students including virtual school students. Students are encouraged to participate in the district assessment system. Testing may include, but is not limited to STAR and PALS. You will be notified by the school district to determine a schedule for testing.

Extracurricular Participation

The Sun Prairie Virtual School strongly encourages students to participate in extra or co-curricular offerings. Local students may participate in all extracurricular activities that are offered in the Sun Prairie Area School District. Students who participate in activities are subject to the policies and procedures which govern participation and eligibility.

Communication/Attendance

Each parent/guardian of a student enrolled in the school will be required to communicate with their teachers, Learning Coach and Student Service Coordinator throughout the school year. Frequent communication is essential to the success of the partnership between the Sun Prairie Virtual School and the family. Communication can occur in a face-to-face meeting, online discussion, Skype, phone call, text message, or whatever manner works best to maintain a meaningful relationship. Full attendance and participation will be determined by the frequency of the communication and the progress of the student in their learning, as measured by multiple means throughout the school year.

Truancy

A student who does not participate and meet course progress expectations will be considered truant and handled according to Sun Prairie Virtual School policy as outlined below. Once it has been established that a student has failed to complete the necessary progress outlined previously, the following truancy procedures will be implemented.

Truancy Step One

The Student Service Coordinator will email an official truancy warning after ten (10) days of lack of progress or participation within a course where an exception has not been granted. This communication will be sent to the student, parent/guardian, teacher, learning coach, and the district.

Truancy Step Two

The Student Service Coordinator will email a second official truancy warning under the following conditions:

- A student fails to make progress within the next five (5) days after receiving a step one warning.
- If at any point while still enrolled within class, the student fails to make progress for five (5) days after an initial truancy warning.

Truancy Step Three

The Virtual School Director will mail an official truancy letter and a citation will be issued under the following conditions:

- A student fails to make progress within the next five (5) days after receiving a step two warning.
- If at any point while still enrolled within class, the student fails to make progress for five (5) days after a second truancy warning.

Academic Honesty

The Sun Prairie Virtual School regards academic honesty and integrity as an essential element of its educational mission. It is expected that all schoolwork submitted represents the original efforts of the individual student. This includes, but is not limited to: test taking, homework, class assignments, and the original creation of essays, compositions, papers and academic research. All work submitted by a student should be a true reflection of that person's effort and ability. Administrators, faculty, students and families are all important contributors to the upholding of academic integrity in the school learning community.

Plagiarism

Plagiarism is defined as copying/stealing and passing off as one's own the ideas or words of another, using someone else's created production without crediting the source, or committing literary theft. Examples include the following:

- Turning in a paper retrieved from an Internet source as one's own,
- Using another student's work in whole or part and handing it in as one's own,
- Using information from an encyclopedia, book, textbook, web site, database, etc., without citing the source,
- Using another person's idea, opinion, or theory without citing the source,
- Using any facts, statistics, graphs, drawings, pictures, sounds or other information which you found from any source that is not creative commons, without citing the source,
- Using quotations of another person's actual spoken or written word without citing the source,
- Paraphrasing (putting into your own words) another person's unique ideas, spoken or written, without citing the source, and
- Using online translators for assignments and assessments.

Disciplinary Action for Plagiarism

As the Internet becomes increasingly more accessible and sophisticated, the incidents of plagiarism in submitted student papers and projects have increased. Many institutions of higher (post-high school) education penalize plagiarism with student expulsion. Therefore, in the interest of the student's future education, as well as the school's part in the personal development of students, the Sun Prairie Virtual School policy on plagiarism is outlined below:

If the authenticity of the student's work is in question, a student may be required to take a proctored test or defend their work via an oral examination in-person, over the phone or online. The Virtual School Director shall determine disciplinary actions for students when misconduct occurs.

Plagiarism First Offense

- The instructor notifies the student, in writing, that he/she has submitted work that appears to have been plagiarized. If available, the instructor will produce copies of, or references to, the site where the copied material was found. The instructor will provide conditions for the re-submission of the assignment.
- The instructor forwards an email to the student's Learning Coach, Student Service Coordinator, and parent/guardian informing them of the violation.
- The instructor will email the Virtual School Director, if deemed necessary, including the alleged infraction, and evidence of support.

Plagiarism Second Offense

Instructors will follow the procedures listed under First Offense with the following changes being noted:

- The student receives a zero on the assignment without the opportunity to resubmit for credit.
- The Virtual School Director is automatically notified.

Plagiarism Disciplinary Action

- The student is placed on internal academic watch characterized by all of the work turned in by the student being monitored more closely for evidence of cheating or plagiarism.
- The incident is reported to the student's other instructors and interventions/strategies may be discussed by the team of teachers and administrator.
- The Virtual School Director and the Sun Prairie School District administration are provided all of the information and evidence. Depending upon the nature, severity or repeat status of events of academic honesty, the Virtual School Director may make a recommendation of additional disciplinary measures. Possible additional measures may include suspension or expulsion from the virtual school's programs or course failure.

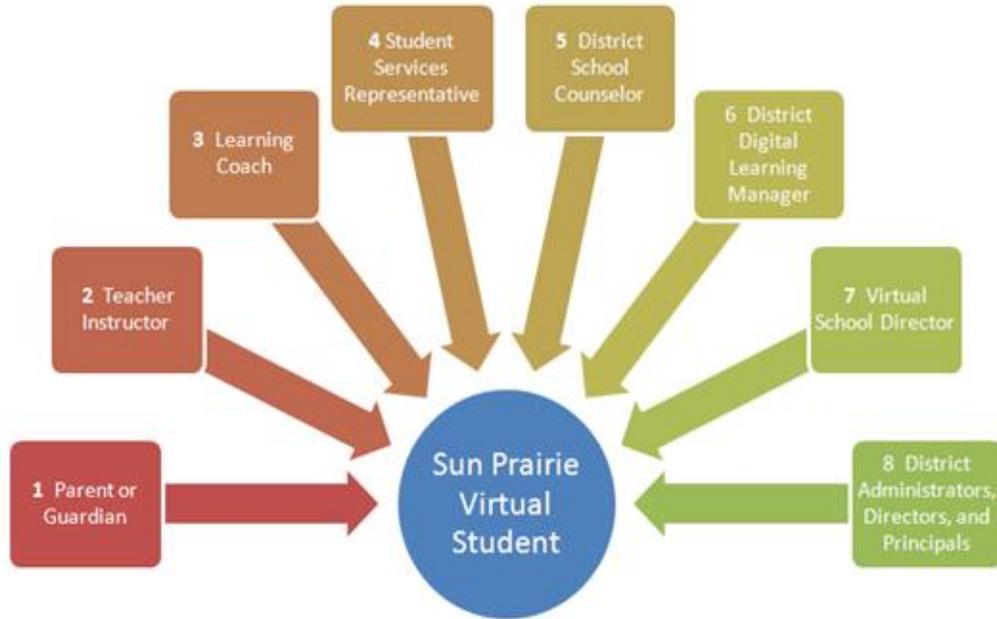
Technology Usage

Access to technology for an online course or other educational venue imposes responsibilities and obligations. Users must demonstrate appropriate use that is ethical, honest and legal including respect for physical and intellectual property, system security protocols and individual rights to privacy as well as freedom from intimidation, harassment and unwarranted annoyances. All students and parents/guardians must follow the requirements outlined in the Sun Prairie Area School District's Technology and Communication Resources, Acceptable Use by Students policy and procedure (See Appendix B: Sun Prairie School District Board Policy IIBGA and Procedure IIBGA-R).

Disciplinary Procedures

Students are subject to all Sun Prairie Area School District policies including but not limited to policies referring to computer usage, email usage, and behavior during on-site courses and extracurricular activities and at any events arranged by any Sun Prairie school personnel. Disciplinary proceedings for violations of policies in these areas will be determined based on the frequency and severity of the infraction. The Sun Prairie Virtual School is authorized to discipline students from the school for violations of these policies when necessary.

Appendix A: SPVS NETWORK OF STUDENT AND FAMILY SUPPORT



| | Support Title | Job Description | Contact Information |
|---|--------------------------------------|---|--|
| 1 | Parent or Guardian | Maintains schedule, pacing, progress of student, and communication with student, family, and SPVS team. | |
| 2 | Teacher Instructor(s) | Planning, teaching, and assessing coursework of students and communication with student, family, and SPVS team. | |
| 3 | Learning Coach (grade 6-12 students) | Monitors student progress and communication with student, family, and SPVS team. | |
| 4 | Student Service Coordinator | Course assignment, progress monitoring, technical issues, reporting academic growth, and communication with student, family, and SPVS team. | Grades K-5 Jessica Mundt ilmjedi@cesa2.org Grades 6-12 Kim Anderson kcajedi@cesa2.org |
| 5 | Building Level School Counselor | Assists SPVS Student Services Representative, family, and student in personalized learning plan, course selection, academic requirements, credit records and transcripts. Communicates with student, family, and SPVS team. | Building Counselor: |
| 6 | Principal of Alternative Programs | Supervises the screening and enrollment of SPVS students. Works with JEDI Network to establish local policies, procedures, guidelines, and system management. | Lisa Bollinger (608) 834-6901 labolli@sunprairieschools.org |
| 7 | Virtual School Director | Supervises teachers, learning coaches and student services representatives and ensures student compliance of virtual school policies. The virtual school director also addresses truancy and behavioral issues, grading concerns, and state testing compliance. | Leslie Steinhaus (262) 473-1469 lmsjedi@cesa2.org |

Appendix B: TECHNOLOGY ACCEPTABLE USE POLICIES

POLICY IIBGA TECHNOLOGY AND COMMUNICATION RESOURCES ACCEPTABLE USE BY STUDENTS

Adopted by the School Board: February 24, 1997

Revised by the School Board: July 12, 2004; August 22, 2011

LEGAL REF.: 118.125, 120.13, 943.70, 947.0125, 968.31 Wisconsin Statutes

Federal Copyright Law; Children's Internet Protection Act; Children On-Line Privacy Act; Neighborhood Children's Internet Protection Act; Electronic Communications Privacy Act; U.S.A. Patriot's Act

CROSS REF.: BA, *Mission and Goals*; EB, *Safety Program*; EGAA, *Copyright, Copying, and Printing Services*; GBCBB, *Staff Use of Information and Communication Resources*; IFF, *Parent Rights and the Curriculum*; IAC, *Selection of Learning Materials*; IIBGA-R, *Technology and Communication Resources, Acceptable Use Procedure*; IIBGB, *Web Site Publishing Standards*; JB, *Student Discrimination and Harassment*; JFCE, *Code of Classroom Conduct*; JG, *Student Discipline, Suspensions and Expulsions*; JO, *Student Records*; JO-R, *Guidelines for the Maintenance and Confidentiality of Student Records*; KBG, *Access to Public Records*; KLB, *Handling Complaints About Learning Materials*

The Sun Prairie Area School District recognizes the need to provide technology to further the educational goals and mission of the District. The Internet and communication resources provide unique educational opportunities and challenges to a learning community. Licensed staff and library media specialists have a professional responsibility to blend thoughtful use of such information with the curriculum and to provide guidance and instruction to students in the appropriate use of such resources. Staff shall adhere to the guidelines for instructional resources and the goals for the selection of instructional materials contained in Board policy.

In compliance with federal law requirements, all Internet access provided by the district shall be filtered in an effort to protect against access to visual depictions that are obscene, child pornography and materials harmful to minors.

Use of the Internet and other communication resources by students is a 21st Century skill that is crucial to the education of all children. Access shall be given consistent with District policies and educational objectives.

Conditions of Use:

1. Legal: Students shall comply with legal requirements regarding the use, reproduction and distribution of copyrighted works. School technology must not be used for discrimination based upon race, religion, gender, ethnicity, disability or age.
2. Responsible: Students shall be expected to comply with privacy and security standards.

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3. **Appropriate:** Students shall be expected to demonstrate ethical behavior in using technology and other communication resources and to avoid any illegal activities, including tampering with hardware or software, vandalism, destruction of computer files, copying or downloading computer data, software or programs without authorization, creation of anonymous postings, accessing or interception of electronic communication not belonging to them, or transmission of any material in violation of any state or federal law or regulation. The latter includes, but is not limited to, copyrighted material, threatening, inflammatory, derogatory, libelous, or obscene material, child pornography, or material protected by Trade Secret. In addition, the transmission of any material that causes disruption to the learning environment or is harmful to minors is not allowed.
 4. **Kind:** Students shall act in a considerate and responsible manner and conduct themselves in accordance with rules outlined in school handbooks.

The Sun Prairie Area School District retains ownership and control of all District technology and communication networks, equipment and resources. Users have no rights to personal privacy in connection with their usage of such District network resources. The District retains the right to monitor, access, intercept and review all messages or information created, received or sent over District technology and communication networks.

It is the responsibility of the entire educational community and the District Technology Supervisor to oversee the use of the District's technology and communication network resources. Violations of the policies, rules or procedures shall be reported to the building principal and shall result in disciplinary action consistent with established school and District policies. The degree of disciplinary action shall be determined by the nature and frequency of any misuse. Disciplinary action may include loss of the individual's access to District technology and other communication resources and, for serious abuses, suspension or expulsion from school.

PROCEDURE IIBGA-R TECHNOLOGY AND COMMUNICATION RESOURCES ACCEPTABLE USE BY STUDENTS PROCEDURE

Adopted by the School Board: February 24, 1997

Delegated to the Administration: January 11, 1999

Revised by the Administration: June 28, 2004; December 22, 2004; August 22, 2011

CROSS REF.: BA, *Mission and Goals*; EB, *Safety Program*; EGAA, *Copyright, Copying, and Printing Services*; GBCBB, *Staff Use of Information and Communication Resources*; IFF, *Parent Rights and the Curriculum*; IIAC, *Selection of Learning Materials*; IIBGA, *Technology and Communication Resources Use*; IIBGB, *Web Site Publishing Standards*; JB, *Student Discrimination and Harassment*; JFCE, *Code of Classroom Conduct*; JG, *Discipline, Suspensions and Expulsions of Students*; JO, *Student Records*; KBG, *Access to Public Records*; KLB, *Handling Complaints About Learning Materials*

Use of the Internet and other communication resources by students is a 21st Century skill that is crucial to the education of all children. The purpose of the Internet is to facilitate communications in support of research and education by providing access to unique resources and an opportunity for collaborative work. Users have no rights to personal privacy in connection with their usage of such District network resources. The District retains the right to monitor, access, intercept and review all messages or information created, received or sent over District technology and communication networks.

Some material on the Internet may contain items that are inaccurate or potentially offensive to some people. Although efforts are being taken to minimize student exposure to inappropriate material through the use of an Internet filter, it is ultimately the responsibility of parents and guardians of minors to set and convey standards that their children should follow when using electronic resources like the Internet.

1. General Use Rules

- a. Students must adhere to the same standards of conduct expected and required in the classroom.
- b. All students have the same opportunity to use the equipment, software, network resources and e-mail. Students shall use these computer resources for academic activities only.
- c. To preserve security, students should protect their computer passwords and change them periodically. If a password is discovered, it will be changed immediately.
- d. Designated school personnel may conduct random checks of students who are on-line with the Internet or other computer network for the purpose of ensuring compliance with Board policy and the acceptable use rules.

2. Rules of Network Safety and Acceptable Use

All students are expected to abide by the generally accepted rules of network safety and acceptable use. These rules include the following:

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- a. All use of the Internet or other communication resources must be in support of education and research and consistent with the policies, goals and objectives of the District.
 - b. Appropriate language must be used at all times. Students will not swear, use vulgarities or any other inappropriate language, or engage in activities that are prohibited under state or federal law.
 - c. Transmission of any material in violation of any United States or state regulation is prohibited. This includes but is not limited to copyrighted material, threatening, inflammatory, derogatory, libelous or obscene material or images, child pornography, or material protected by trade secret. In addition, the transmission of any material that causes disruption to the learning environment or is harmful to minors is not allowed.
 - d. Students will not tamper with hardware or software, destroy someone else's computer files, copy or download computer data, software or programs without authorization, create anonymous postings, or intercept and/or disclose electronic communication, including e-mail, while it is in transit.
 - e. Cyber Bullying, harassment and vandalism will not be tolerated.

Cyber-bullying is defined as bullying that involves the use of digital technologies, including but not limited to email, cell phones, text messages, instant messages, chat rooms, and social websites. Cyber-bullying that occurs outside of school, but disrupts the school environment, may result in disciplinary actions. Examples of cyber-bullying include:

- Sending hurtful, rude, or mean text messages to others
- Spreading rumors or lies about others by email or on social networks
- Creating websites, videos or social media profiles that embarrass, humiliate, or make fun of others

(Reference Policy JBA, Bullying, Cyber-Bullying, and Hazing)

Harassment is behavior toward or between students based on any personal characteristic that substantially interferes with a student's school performance or creates an intimidating, hostile or offensive environment. For purposes of this procedure, harassment is defined as the persistent annoyance of another user or the interference of another user's work. Vandalism is defined as any malicious attempt to harm, modify or destroy data of another user or network equipment. Vandalism and harassment will result in cancellation of student Internet and computer lab privileges and may result in other disciplinary action consistent with established school and District policies.

- f. Students must remember that electronic mail (e-mail) is not private. All messages and files created, sent or received using school district equipment, networks, or email systems are accessible to school district officials.

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- g. While on-line, students are prohibited from sharing personal information about themselves or others, including personal computer passwords, names, addresses, phone numbers, social security numbers, credit card information and so on.
 - h. Students will not use the networks in such a way that would disrupt the use of the networks by other users.
 - i. District technology networks, including e-mail systems, shall not be used for private business ventures, personal gain, political promotion or campaigning.
 - j. All communications and information accessible via the network should be assumed to be copyrighted, the private property of the owner, and should not be copied or used by others without permission of the owner of the information or authorized as "fair use" under federal copyright laws. The same laws and guidelines apply for use or copying of information on the Internet or other online sources as apply to use and reproduction of printed hard copies of the same information.
 - k. Use of any information obtained via the Internet is at the student's own risk. The Sun Prairie Area School District specifically denies any responsibility for the accuracy or quality of information obtained through its technology and communication network resources. All students need to consider the source of any information they obtain, and consider how valid that information may be. It is the student's responsibility not to initiate access to inappropriate materials.
 - l. Guidance will be provided to students about what they should do if they receive any electronic transmission that they feel is inappropriate or makes them feel uncomfortable. In such situations, they are expected to inform school staff.
 - m. Students' file directories should be cleaned out when a file is no longer needed. All student files should be deleted at the end of the school year.

3. Penalties for Improper Use

Violation of these rules, applicable state and federal laws or posted classroom, school, and district rules will result in loss of network and computer lab privileges and/or other disciplinary action as defined in the appropriate handbooks.

Violations could also lead to referral to legal authorities for prosecution under applicable laws.

SUN PRAIRIE VIRTUAL SCHOOL STUDENT AND FAMILY HANDBOOK AGREEMENT

Student Agreement of Responsibilities:

Being a Virtual School student comes with a specific set of responsibilities that go above and beyond students in a standard school building. As part of my learning online and participation in the Sun Prairie Virtual School, I agree to the following:

- Maintain communication, including email, with teachers and learning coaches.
- Read all notifications and announcements from the Virtual School.
- Protect student account by not sharing username and password and by logging off the system when finished.
- Check discussion groups for student and teacher postings.
- Maintain daily progress on coursework.
- Act in an ethical and honest manner.
- Have a notebook for taking notes for assignments.
- Email instructors about problems with any courses. Be constructive and concise with criticism without complaining.
- Manage time and schedule to finish assignments and complete a quiz or test.
- Maintain computer and software to current standards.
- Respond to instructor feedback on assignments and assessments.
- Check grades in the grade book to monitor success.
- Discuss any questions about coursework with teacher and learning coach.
- Work with a learning coach to create and meet a goal for coursework completion.
- Logging in and submitting assignments each week. A student may be considered truant unless absences have been planned and reported to teachers and virtual school student services. Truancy may result in a formal truancy petition being filed and/or removal from the Sun Prairie Virtual School.
- Follow all policies as set forth by the Sun Prairie Area School District when attending classes in buildings or at extracurricular activities.

Parent or Guardian Agreement of Responsibilities:

As a parent/guardian, I understand that I am an important part of my child's learning team. As part of my child's learning online and participating in the virtual school, I agree to the following:

- Ensure my child is progressing each day and communicates progress to the Sun Prairie Virtual School.
- Follow all rules and policies set forth by the Sun Prairie Virtual School.
- Contact my assigned JEDI Student Service Coordinator with any questions or concerns.
- Follow the procedures for required state testing and local assessment.

Our signature indicates that we have read and understand the Student and Family Handbook for the Sun Prairie Virtual School and agree to the conditions stated within. We also acknowledge that we have received a copy of the student and family handbook for the school that our child may also attend for additional classes or building functions.

Print Student Name here: _____

Digital Signature (type name here for digital signature):

Paper Signature Here: _____

Date: / /

- I agree that my electronic signature is as legally binding as my handwritten signature.

Print Parent or Guardian Name here: _____

Digital Signature (type name here for digital signature):

Paper Signature Here: _____

Date: / /

- I agree that my electronic signature is as legally binding as my handwritten signature.