

Link2Learn

Virtual Charter School

Chetek-Weyerhaeuser Area School District



**Parent/Student
Handbook**

Elementary School

Elementary School Program

Link2Learn students at the elementary school level have the opportunity to choose from a wide variety of online courses, web based programs and print curriculums.

In order to offer your student choices in classes, we work with a number of accredited online providers and publishers. All classes are taught by licensed teachers. Your student will be assigned a teacher and an academic guide. In most cases, the teacher and academic guide are the same person. In the case where your student is enrolled in an online course which is taught by a teacher from another virtual school, our L2L staff member is your student's academic guide and will function as a liaison between your student and her/his teacher.

Individualized Learning Plan (ILP)

The first step after enrollment is to create an Individualized Learning Plan (ILP) that will guide your student through the year. Your Link2Learn academic guide will lead the process of setting up an ILP to help determine which courses and instructional methods will best suit the student. Specific curriculum and course selections will be made at this time.

A student's Individualized Learning Plan (ILP) is derived from collaboration between the student, his/her parents/guardians, and Link2Learn staff. It will show the student's academic goals and intentions for the school year and record a student's learning journey.

During an ILP meeting, your student's academic guide will engage with each student and his/her parent(s)/guardian(s) to discuss the following:

- Develop a goal for the current semester and school year and discuss how the student intends to achieve that goal.
- Choose courses/curriculum for the current semester and school year.
- Address student interests, learning styles, strengths, and identify potential areas of difficulty the student may face.
- Discuss progress monitoring tools and assessments that will be used throughout the year.
- Arrange for regularly scheduled virtual meeting times (twice/week for 30 minutes)

Your Link2Learn academic guide will lead the process above to help determine which courses and instructional methods will best suit the student. Specific curriculums and course selections will be made at this time.

Parent/Guardian participation is essential and therefore required for students in elementary school.

Online courses can be synchronous and asynchronous. Your student's teacher/academic guide will be available to teach, review, support and challenge your student in virtual meetings and through emails on a regular basis according to the arrangements made and agreed upon. Summative assessments are built in and formative assessments are conducted by your teacher/academic guide to inform further instruction.

Changes to the student's ILP can be made throughout the course of the school year when a "Request to Change a Student's ILP" form is submitted to and approved by your Link2Learn Academic Guide.

Students who study print based curriculums are evaluated based on standards mastery. Our EdifyAssess tool is connected to the Wisconsin State Standards and assesses Link2Learn learning targets. Assessing students based on standards-mastery not only allows our students to be competitive and on track with their public and private school peers but also guides decisions about curriculum delivery.

Program Requirements

Elementary school is a unique time in life for students and we believe it is a critical time for students to begin developing healthy academic habits. Elementary school students will enjoy schedule flexibility while still having the support of parent/guardian leadership and guidance. In the elementary school program requirements are designed to begin to teach students how to find educational success in the online learning environment.

A minimum of one virtual course is required per semester for students in Grades 1-5.

Options could be

- A variety of approved web-based programs (see Approved Curriculum list at the back of the handbook)
- Asynchronous and synchronous classes through providers such as Wisconsin eSchool Network and EdOptions Academy

Attendance and Course Participation

Link2Learn attendance standards ensure compliance with Wisconsin School Law. Attendance is tracked in Google Classroom.

Students must have a minimum of 150 full school days throughout the year in order to meet the attendance requirement. These days are broken into two semesters:

Semester 1:

Students must participate in a minimum of 75 days of structured courses from August 28, 2023 through January 16, 2024.

Semester 2:

Students must participate in a minimum of 75 days of structured courses from January 18, 2024 through June 5, 2024.

Attendance requires the student to be "engaging in one's courses and responding to the teacher's directives."

In addition to the above attendance requirements, students must also maintain the following participation and communication requirements:

- If a student chooses to work on paper based curriculums, he/she is required to document his/her learning by submitting work samples to a shared Google Drive folder and thus create an encompassing portfolio. The assigned Link2Learn academic guide will then review assignments and grades and give feedback. Work needs to be submitted every week (**one piece of evidence per subject per week**).
- Failure to complete any course work within the first week of enrollment will result in the student being automatically placed on academic probation.
- Parents must inform their Link2Learn academic guide if there will be a period of more than 3 days of inactivity in student coursework. Note: internet failure is not an acceptable excuse for a student to not engage in his or her virtual coursework. It is expected that you will have a backup plan in the event of loss of internet at home.
- Students must meet or exceed all teacher participation requirements in each course the student is enrolled in. It is the responsibility of the Parents/Guardians to know the requirements.
- Students/Parents/Guardians must respond to all communications from Link2Learn staff and all assigned teachers within 24 hours (1 business day).
- Students will complete at least fifty percent of all required assignments and coursework by mid-semester, and maintain pace for course completion.
- Students shall not fall behind more than 1 week in their courses, all assignments for the week are due on or before the following Monday, unless otherwise discussed or arranged.
- Students or parents/guardians must notify the teacher/academic guide if a student will not be attending class. Failure to notify will result in academic probation.

Student Conferences

All students are required to participate in virtual student conferences with their Link2Learn academic guide three times per year (October, February and May - see calendar for specific dates).

These conferences will be held virtually, parent participation is required for students in Grades 1-5. During a student conference you can expect the following discussion:

- Students will report on their current course progress and reflect on their learning goals.
- Students/Parents/Guardians will assess a student's Individualized Learning Plan accomplishments, and re-evaluate if need be.
- Academic guides will address any concerns about the student.

Standardized Assessments

Link2Learn student progress will be assessed formatively and summatively in multiple manners throughout the school year. It is the responsibility of the parent/guardian and student to ensure that students participate in all mandatory standardized assessments.

Assessments will be used to determine individual students' instructional needs, to identify students requiring academic intervention, and to measure school performance. A summary of the required assessments can be found below.

District Mandated Assessments

Students in Grades 1-5 are required to participate in standardized math and reading assessments a minimum of two times per year. Link2Learn administers the FastBridge assessment in Grade 1 and Exact Path in Grades 2-5, in order to fulfill this requirement. Both assessments are administered virtually by our staff so there is no requirement to travel in order for students to participate in these assessments.

**The Exact Path assessment is subject to change based on state requirements.*

State Mandated Assessments

Because Link2Learn is a public school, students in grades 1-5 enrolled with Link2Learn are required to participate in state mandated assessments. Failure to participate in state required tests could result in truancy and possible dismissal from Link2Learn.

You can follow the link to the websites to learn more about each assessment.

English Language Arts and Mathematics <i>(Wisconsin Forward)*</i>	Grades 3 - 5	Spring	Summative Assessment http://dpi.wi.gov/assessment/forward In person
Science and Social Studies <i>(Wisconsin Forward)*</i>	Grade 4	Spring	Summative Assessment http://dpi.wi.gov/assessment/forward In person
FastBridge Exactpath	Grade 1 Grades 2-5	Fall Spring	Summative Assessment https://www.fastbridge.org/ https://www.edmentum.com/products/exact-path
Edify Assessment	Grades 1-5	January May	Standards Based Summative Assessment https://www.edifiedservices.com/aligned-assessments/

The Wisconsin Forward assessment is a state mandated assessment and has to be carried out in person. Students may be required to travel to a prearranged satellite location to participate in mandatory **in person assessments. Link2Learn staff will communicate, in a timely manner, where these assessments will take place. It is the responsibility of parents/guardians and students to make any travel arrangements necessary to participate. Link2Learn will arrange to deliver assessments virtually, when possible.*

Additional Academic Opportunities

Encore Classes (Music, PE, Art)

Each semester, a student is allocated **up to \$300.00** to spend on Art, Music **or** PE classes **which need to be pre-approved by L2L**. L2L encourages to rotate allocations to all three subject areas.

1. Music appreciation class offered every second semester for all age groups
2. Asynchronous online classes in PE, Art or Music can be taken in WEN or EdOptions
3. Instrument lessons, art classes, sports classes (ballet, gymnastics, etc) can be paid for by L2L if pre-approved

Link2Learn does not provide students with instruments, sheet music, or supplies.

Course Options

Students in any grade level may take up to two courses at any time from another educational institution. The Course Options statute defines “educational institution” as the following:

- public school in a nonresident school district
- a charter school
- a nonprofit organization that has been approved by the Department of Public Instruction (DPI)

If requesting Course Options please contact the Link2Learn program coordinator. *It is the responsibility of the student and parent/guardian to submit applications and coordinate with Link2Learn staff to ensure these courses adhere to the student's ILP.*

Grading System

<p>Students in grades 1-3 will be graded on the following percent scale:</p> <p>ADVANCED PROFICIENT 100-95 PROFICIENT 94-80 SATISFACTORY 79-70 BASIC 69-50 EMERGING 49-0</p>	<p>Students in grades 4-5 will be graded on the following percent scale:</p> <p>A 100-93 A- 92-90 B+ 89-87 B 86-83 B- 82-80 C+ 79-77 C 76-73 C- 72-70 D+ 69-67 D 66-63 D- 62-60 F 59-0</p>
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Online grades may not accurately reflect the actual official grade for un-submitted online coursework until teachers manually enter those zeroes. For more details about course grades, it is always best to talk with your teacher or Link2Learn academic guide.

Grading for Standards Mastery Assessment courses will be based on percentage point and transferred to a 4.0 scale.

Student work for portfolios and evidence submitted will be compiled and graded on a percent score and transferred to a 4.0 scale.

Elementary report cards are issued at the close of each semester.

Making Changes to a Course

Adding and Dropping Virtual Courses

In the event that a student needs to make a change to the courses in his or her ILP, students will be required to schedule a conference with their academic guide to discuss why a change is warranted. In addition, parents must complete the *Request to Change a Student's ILP* form to be discussed during this meeting. The changes are not official until the Link2Learn academic guide and parent/guardian have discussed and approved the course changes.

Virtual Course Drop Period

Upon enrolling in a virtual course students have a two week period in which they can choose to drop the course. The student/parent/guardian must complete an *ILP Amendment Form* and schedule a conference with their academic guide within the first two weeks of the course the student wishes to drop. Students will not be permitted to drop a virtual course after two weeks.

Extension of Course Completion Date

Link2Learn allows students the schedule flexibility to handle interruptions to everyday life without it having a detrimental impact on the student's education. If an extension of a course completion date is warranted you must show a considerable amount of effort has been made to complete the course and provide in writing an explanation of the circumstances leading to the request. A formal request, in writing, **MUST** be submitted to your Link2Learn academic guide at least two weeks prior to the course completion date.

The goal of Link2Learn is to ensure the integrity of the academic system and not to grant an unearned favorable advantage to students over other students.

Academic Dishonesty

Students or parents who attempt to deceive, distort, or gain a record of academic accomplishment greater than earned, and those who are party to the deceit, are involved in academic dishonesty. Academic dishonesty will result in suitable consequences as determined by the Link2Learn Staff and Governing Board up to and including removal from Link2Learn.

Academic Probation

All students enrolled in Link2Learn are required to meet certain academic standards. Our students are taught and supported by certified teachers and a Link2Learn academic guide who help to coach students in managing their online education. Should a student fail to meet the specific program requirements outlined in the student handbook it may become necessary for our staff to take an even more active role in helping to manage his/her course work. Academic probation provides a highly structured support system to allow students to work through problems before they become detrimental to a student's educational plan.

Students and their parent(s)/guardian(s) will be notified by their academic guide once the determination has been made that the student will be placed on academic probation. Generally the agreed upon strategies to improve the quality of work and/or attendance during an academic probation period allow for students to get back on track.

- Once a student has been placed on academic probation the student and parent/guardian must meet with their Link2Learn academic guide to identify the problem and any contributing factors. The academic guide will work with the student and parent/guardian to develop a plan for resolving the academic probation period.
- A pacing chart will be created to help a student complete their coursework by the end of the semester. The pacing chart **MUST** be signed by the student, parent/guardian, and academic guide.
- The student and parent/guardian will participate in two to five virtual conference sessions, email communications or phone conversations each week to check-in with their academic guide and discuss progress. This procedure will be followed until the Link2Learn academic guide has determined that academic probation has been served and all requirements have been met successfully.

Failure to comply or resolve academic probation may result in removal from the program.

Failure to Participate

In the event that a student fails to participate in his or her coursework and/or meet the program requirements as outlined in this Student Handbook Link2Learn staff will make every effort to inform the student and parent/guardian of the student's failure to participate and resolve the issue(s).

If a student fails to resolve academic probation, he/she may be dismissed from Link2Learn and will be required to return to his/her resident district and may be recommended for expulsion.

Student Services

Link2Learn will provide the following services to students:

Intervention Services

At Link2Learn, students will be identified as needing an intervention based on the ongoing formative assessments, the District Assessment and the Standards-Based Assessments.

Interventions are designed to help students meet grade level appropriate expectations in academics and/or behavior, or to be challenged beyond their grade level academically.

At stage one, students will receive an intervention, i.e. reviewing specific skills or concepts with a teacher. If a student scores at the 50% or lower in their ExactPath assessment, he/she will be required to review concepts and skills in ExactPath, which provides an individualized learning path focusing on the areas of improvement identified throughout the assessment.

If a student is still not meeting expectations, he/she will be placed in a Direct Instruction Model, which is a one on one, face-to-face intervention on top of their stage one intervention (stage two).

Medical Accommodations

Any student who requires special accommodations based on health implications, needs to provide sufficient written documentation from their licensed health care provider to Link2Learn Staff and schedule a meeting with staff members to discuss an alternate plan of action.



