

**Link2Learn**

**Virtual Charter School**

Chetek-Weyerhaeuser Area School District



**Parent/Student  
Handbook**

**Middle School**

## Middle School Program

Link2Learn students at the middle 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 a wide variety of choices in classes, we work with a number of accredited online providers. All classes are taught by licensed teachers. Your student will be assigned a teacher and an academic guide. In some 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 his/her 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 Individualized Learning Plan 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. Parent/Guardian participation is essential for students in middle school.

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

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 required for students in middle school.

Online courses can be synchronous and asynchronous. Your student's academic guide will be available to teach, review, support and challenge your student virtually 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 guide further instruction.

Any changes made to the student's ILP throughout the course of the school year start 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

We believe Middle School is a critical time for students to increase the level of responsibility for their education and solidify healthy academic habits. Our program requirements will teach students to take ownership of their education within a very structured and monitored setting. In Middle School, we rely on parents/guardians to work very closely with their students and teachers/academic guides. The closer we all work together the better we can support your student on his/her path to success.

**A minimum of two virtual courses is required per semester for students in grades 6-8.**

Link2Learn utilizes the online providers Wisconsin eSchool Network and EdOptions to fulfill this requirement.

- Wisconsin eSchool Network (WeN) offers a variety of middle school courses taught by licensed instructors throughout the state of Wisconsin. Students in good academic standing in core subject areas will be able to choose electives beyond their required courses that speak to their areas of interest. These courses use virtual means, like reading text and watching videos, to deliver instruction. WeN courses are self-paced (asynchronous), requiring students to adhere to a pacing schedule in order to complete their courses in a given semester.
- eAchieve courses are offered through WeN to Link2Learn students who wish to have a little more structure in their scheduling. These courses are great for students who are new to online learning as they are synchronous courses, meaning the teacher and class meet at a designated time each week and instruction is delivered in a virtual face-to-face setting. Students may take up to 2 eAchieve courses each semester.
- EdOptions follows the same system as WeN, offering a wide variety of asynchronous core classes as well as electives.

**Course Requirements**

The following courses are required by Link2Learn Virtual Charter School and/or the State of Wisconsin per grade level per year:

**English** 2 semesters

**Mathematics** 2 semesters

**Science** 2 semesters

**Social Studies** 2 semesters

**Elective Courses:** Available to students in good academic standing that have completed at least one full semester with Link2Learn. Students are able to decide which elective courses they would like to participate in each semester.

<b>MS</b>	L2L requires students to participate in PE, Health, Music, Art classes on a regular basis:		
	Grade	Semester 1*	Semester 2*
	Grade 6	4 core classes	4 + <a href="#">Study Skills</a> or Music or Art (5)
	Grade 7	4 + Health or PE (5)	4 + Music or Art (5)
	Grade 8	4 + Health or PE (5)	4 + Music or Art + Elective (6)
*In addition to classes, students can apply for a semester stipend of \$300.00 for instrument lessons.			

**Attendance and Course Participation**

Link2Learn attendance standards ensure compliance with Wisconsin School Law. For students participating in virtual courses attendance is taken daily by either the WeN/Edmentum system or by your eAchieve instructor.

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. *Attendance requires the student to be “engaging in one’s courses and responding to the teacher’s directives.”*

### **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.

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

- If students choose to work on paper-based curriculums, they are required to document their learning by submitting work samples to a shared Google Drive folder and hence creating an encompassing portfolio. The assigned Link2Learn academic guide will then review assignments, grade and give feedback. Work needs to be submitted every week (*one piece of evidence per subject per week*).
- Students engage in learning and accessing classes online as of day 1 (August 28, 2023). Failure to complete any course work within the first week of enrollment could result in the student being placed on academic probation or being removed from Link2Learn.
- Students must inform their Link2Learn academic guide as early as possible if they are unable to attend classes (online as well as book-based) *Note: internet failure and/or device malfunction are not an acceptable excuse for a student to not engage in his/her 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 virtual course the student is enrolled in. It is the responsibility of the student to know the requirements set forth by each instructor and to adhere to them.
- Students 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 have more than 5 missing assignments in each course or 15 assignments missing in all courses.

*Failure to comply with any of the above requirements may result in the student being placed on academic probation. Multiple and repeated violations of the above requirements will be considered failure to participate and may result in the student being removed from Link2Learn.*

## **Student Conferences**

Virtual conferences are scheduled with the student's Link2Learn academic guide three times per year. These conferences will be held virtually. Parent participation is required for students in grades 6-8. During a student conference you can expect the following discussion:

- Students will report on their current course progress to assure they are on pace to complete courses with passing grades by the end of the semester.
- Students will assess and reflect on their Individualized Learning Plan accomplishments and goals and re-evaluate if need be.
- Academic guides will address any concerns about pacing or grades with students.

*Conferences will take place during the following weeks:*

**October 1-6, 2023**

**February 5-8, 2024**

**May 13-17, 2024**

*(Subject to Change)*

## **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.

All assessments are used to determine individual student instructional needs, identify students requiring academic intervention and to measure school performance.

### District Mandated Assessments

Students in grades 6-8 are required to participate in standardized math and reading assessments three times per year. Link2Learn administers the ExactPath assessment in order to fulfill this requirement. This assessment is *adaptive*, which means that test questions automatically adapt in level of difficulty and complexity to determine a student's performance level. The ExactPath assessment is administered virtually by our staff so there is no requirement to travel.

*\*ExactPath is subject to change based on state requirements.*

## State Mandated Assessments

Because Link2Learn is a public school, students in grades 6-8 enrolled with Link2Learn are required to participate in state mandated assessments.

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

English Language Arts and Mathematics ( <i>Wisconsin Forward*</i> )	Grades 6 - 8	Spring	Summative Assessment (in person) <a href="http://dpi.wi.gov/assessment/forward">http://dpi.wi.gov/assessment/forward</a>
Science and Social Studies ( <i>Wisconsin Forward*</i> )	Grade 8	Spring	Summative Assessment (in person) <a href="http://dpi.wi.gov/assessment/forward">http://dpi.wi.gov/assessment/forward</a>
Reading Language Arts Math ( <i>ExactPath</i> )	Grades 6-8	Fall  Spring	Summative Assessment (virtual) <a href="https://www.edmentum.com/products/exact-path">https://www.edmentum.com/products/exact-path</a>

*\*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**

### **Music**

#### Instrumental Lessons

If your child is interested in learning an instrument or taking voice lessons, Link2Learn will cover up to \$300.00 per student per semester for lessons provided by a qualified and approved music instructor of your choice.

Upon signing up for this individual music course, students will be provided a syllabus that they must follow to ensure an effective musical education.

*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.

*NOTE: 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

Grading information and other course-specific information are provided online within each course. Report cards are issued at the close of each semester.

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

Parents/Guardians and students should take notice that computer **grading systems do not automatically place zeros for late/missing assignments into online grade reports.** *Online grades may not accurately reflect the actual official grade for un-submitted coursework until teachers manually enter those zeros. For more details about course grades, it is always best to talk with your teacher or Link2Learn academic guide.*

Evidence submitted for portfolios will be compiled and graded on a percent score and transferred to the above grading scale.

*Middle School report cards are issued at the end of each semester.*



## Making Changes to a Course

### 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 must complete an *ILP Amendment Form* and schedule a conference with his/her academic guide within the first two weeks of the course the student wishes to drop. Students will not be permitted to drop a 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 some students over other students.*

## Academic Dishonesty

Students 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.

A parent/guardian may be required to participate in academic probation meetings.

*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/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.

### **Co-curricular and Extracurricular Activities**

Link2Learn students are eligible to participate in various extra curricular activities in their home school district. Each student/family would have to contact their home school district administration to determine what activities are offered and what the conditions are in order to participate. Certain sports (WIAA member sports) are not open for Link2Learn students. Each school district offers different activities and has different parameters for participation.



Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_

## **MS/HS Student Commitment 2023/2024**

**As a student at Link2Learn, I agree to the following:**

- Attend Link2Learn Orientation**
- Attend virtual weekly individual meetings**
- Attend virtual bimonthly grade level/study group meetings**
- Respond to emails within 24 hours (1 business day)**
- Follow the pacing guide recommendations and not fall behind more than 15 assignments total**
- Maintain grades at 60% or higher**
- Contact Academic Guide as soon as problems are encountered so they can be resolved**
- Respect and comply with the Acceptable Use Policy of the Chetek-Weyerhaeuser Area School District (see below)**
- Participate in quarterly Parent-Teacher-Student conferences**
- Refrain from plagiarism (see Academic Honor Policy below)**
- Follow directives and directions given by Link2Learn staff and/or teachers**
- Spend the recommended 45-60 minutes per enrolled class per day actively participating in coursework**

Failure to comply with the agreements stated above may result in a period of Academic Probation and/or termination of enrollment in Link2Learn. As your teachers/academic guides, we pride ourselves in going above and beyond to support your learning journey. All we expect from you is to do your best.

## Acceptable Use Policy

1. I will use resources provided for Link2Learn courses for authorized purposes only.
2. I will use only legal versions of copyrighted software in compliance with licensing agreements.
3. I will use appropriate and respectful language in all communications (Netiquette). Inappropriate language or messages will not be tolerated.
4. I and/or my parents are liable for any improper use of the Internet and/or email within or outside of the school district network. All district technology policies apply in this learning environment. (These policies are available on the district website). I understand that anything done on the computer can be retrieved and printed at any time. My course email accounts should be used for class purposes only. I am expected to protect the privacy of students and staff and not publish or distribute email addresses outside of the class. Any improper use will result in loss of use of district equipment and services. I will not attempt to bypass security protocols

## Academic Honor Policy

1. I understand and agree that all work submitted must represent my original ideas and/or I will appropriately cite all relevant sources if it is not completely original. Failure to do so can result in receiving a failing grade for the assignment and possibly for the course.
2. I understand that no one other than me can complete any portion of an assignment, activity or exam or make revisions to an assignment, activity or exam. Doing so may result in a failing grade and my immediate removal from the course.
3. I understand that I may be assigned proctored assessments, oral quizzes in person or on the phone or be asked to discuss the process used in research for a project or paper. These are standard assessment tools in online courses.

### SIGNATURE SECTION:

I have read and I understand Link2Learn's expectations above and agree to abide by them. Failure to do so may upon investigation result in consequences up to and including being terminated from Link2Learn.

\_\_\_\_\_  
Student Name Printed

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Name Printed

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

\_\_\_\_\_  
Date