

Link2Learn

Virtual Charter School

Chetek-Weyerhaeuser Area School District



Parent/Student Handbook

High School

High School Program

Link2Learn students at the high school level have the opportunity to choose from a wide variety of online courses. There are two main methods of instructional delivery available to high school students. **Synchronous** courses are offered through Edmentum - these are courses that meet virtually (online) at a specific time each week and are taught by a licensed teacher from Edmentum. **Asynchronous** courses are offered through the Wisconsin eSchool Network and Edmentum. These two providers offer hundreds of courses taught by a licensed instructor but are completely self-paced by the student.

When students enroll with Link2Learn they are assigned an academic guide who will walk them through the course selection process, the scheduling, and anything else a student or parent/guardian needs clarification for. The first step after enrollment is to create an Individualized Learning Plan (ILP) that will guide each student through the year.

Individualized Learning Plan (ILP)

A student's Individualized Learning Plan (ILP) is derived from collaboration between the student, his/her parents/guardians, and Link2Learn staff. It will include the student's academic goals and intentions for the school year and throughout the remainder of the student's high school career to ensure graduation requirements are met.

During an ILP meeting our staff will engage with each student individually about the following:

- Develop a goal for the current semester and school year and discuss how the student intends to achieve that goal.
- Select courses for the current semester and school year.
- Develop and/or review the student's 4-year plan for graduation.
- Talk through the student's interests, learning style, strengths, and identify potential areas of difficulty the student may face.
- Discuss what progress monitoring tools and assessments will be used throughout the year.
- Changes made to the Link2Learn Student Handbook.

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 optional but encouraged for students in high school.

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.

Program Requirements

Online learning requires high school students to take significantly more ownership of their education than the traditional public school setting or even traditional homeschooling. We have created program requirements that allow students to take ownership within a structured and supported setting. High school students will enjoy schedule flexibility in exchange for accountability through the following requirements which help students find educational success in the online learning environment.

A minimum of 4 virtual courses are required per grading period for students in grades 9-12.

Wisconsin eSchool Network (WeN) and Edmentum, the two online course providers L2L works with, offer hundreds of courses taught by licensed instructors. Students will be able to choose courses beyond their required courses that speak to their areas of interest and post-secondary goals. These courses use virtual means, such as text, videos, and hyperlinks for additional resources, in order to deliver instruction. Much of the lesson materials can also be printed. Text-To-Speech and Speech-To-Text apps are available. WeN courses are self-paced, requiring students to adhere to a pacing schedule in order to complete their courses in a given semester.

Edmentum offers recorded lessons for students to review concepts and content in core courses.

Attendance and Course Participation

Link2Learn attendance standards ensure compliance with Wisconsin School Law. For students participating in our virtual courses attendance is recorded any time a student logs in to the Learning Management System (LMS).

Link2Learn matches the 180 school day calendar of the Chetek-Weyerhaeuser Area School District. Within these 180 days, Link2Learn students must have a minimum of 150 full structured school days throughout the year in order to meet the attendance requirement. These days are broken into trimesters:

Trimester 1: August 28, 2024 through November 22, 2024

Trimester 2: December 2, 2024 through March 7, 2025

Trimester 3: March 17, 2025 through May 31(shared instruction)/ June 5, 2025

Students meet attendance requirements if they sign in to Buzz (LMS) daily, reply to emails within 24 hrs, engage in their classes for a substantial amount of time, are on pace or ahead according to their pacing guides, and maintain grades at 60% or above.

Attendance requires the student to be engaging daily for a substantial amount of time in one's courses and responding to the teacher's directives.

Student Responsibilities:

- Students must start their school work on day 1 of their enrollment in a course. Failing to complete any course work within the first week of enrollment will place a student automatically on academic probation.
- Students must inform their Link2Learn teacher and 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 must be on pace or ahead of their assignment schedule at all times. Falling behind by 3 or more assignments per subject or a total of 12 assignments will place a student automatically on academic probation.
- Students failing to respond appropriately to a school assignment or directive from instructional staff within five school days, parents will be notified. After three occurrences the student will be considered as having Failed to Participate and will be sent back to his/her resident district.
- Students meet with their Link2Learn academic guide at least twice a week for individual virtual meetings. In addition to that, students are encouraged to participate in virtual grade level meetings once a month.

Failure to comply with any of the requirements listed above 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.

Parent/Guardian Responsibilities:

- Parents/Guardians must hold their student accountable to meet attendance, participation and communication requirements.
- Parents/Guardians are required to reply to any emails from teachers or Link2Learn staff members within 24 hrs through their preferred method of communication.
- Parents/Guardians are encouraged to participate in Parent-Teacher-Student conferences.

Parent - Teacher - Student Conferences

All students participate in virtual conferences with their Link2Learn academic guide 2 times per year. Parent participation is optional but highly encouraged for students in grades 9-12. During a student conference you can expect the following discussion:

- Students report on their current course progress and grades in order to assure the student is on pace to complete courses with passing grades by the end of the semester.
- Students assess their Individualized Learning Plan accomplishments and goals and re-evaluate if need be.
- Academic guide addresses any concerns about pacing, participation or grades with students.

Conferences will take place during the following weeks:

October 7-11, 2024

April 7-11, 2025

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.

These 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 9-10 are required to participate in standardized math and reading assessments a minimum of two times per year. Link2Learn utilizes the ExactPath assessment in order to fulfill this requirement. The ExactPath assessment will be administered virtually by our staff, so there is no requirement to travel in order for students to participate in these assessments.

State Mandated Assessments

Because Link2Learn is a public school, students in grades 9 - 11 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.

English, Mathematics, Reading, Science and Writing (PreACTSecure*)	Grades 9 and 10	Spring	Summative Assessment predictor for the ACT plus Writing in grade 11 in order to identify students who may need additional academic support. http://dpi.wi.gov/assessment/act
Social Studies (Wisconsin Forward*)	Grade 10	Spring	Summative Assessment http://dpi.wi.gov/assessment/forward
English, Mathematics, Reading, Science, and Writing (ACT Plus Writing*)	Grade 11	Spring	Summative Assessment http://dpi.wi.gov/assessment/act
Civics Exam	Grade 12	Spring	Summative Assessment Students must correctly answer at least 60 out of 100 questions to graduate from a WI public, charter, or private school. http://dpi.wi.gov/social-studies/civics

****The Wisconsin Forward, PreACT Secure and ACT plus Writing assessments are state mandated assessments and have 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.***

Graduation Requirements

The following requirements for graduation have been approved by Link2Learn and the Chetek-Weyerhaeuser Area School district. Each student must earn a minimum of 24 credits to be eligible for graduation and to receive a HS diploma from Link2Learn Virtual Charter School. Your Link2Learn academic guide will work with you to put in place a plan for completing graduation requirements.

THE FOLLOWING 24 CREDITS ARE REQUIRED FOR GRADUATION:

Area	Credits
English/LA	4
Math	3
Science	3
Social Studies	3
Physical Education Health	1.5 0.5
Life Skills	1
Service Learning/ Work Experience	Up to 2 (0.5 per school year)
Electives	6

Course Requirements and Progression

The following courses are required by Link2Learn Virtual Charter School and/or the State of Wisconsin. Your academic guide may assign required courses to any students to keep them on track for graduation when they feel it is in the best academic interest of the student.

English 4.0 credits

9th Grade: English I: Literature & Composition (full year, 1.0 Credit)

10th Grade: English II: Critical Reading & Effective Writing (full year, 1.0 Credit)

11th Grade: English III: Semester I: American Literature (0.5 Credit),
Semester II: English elective (0.5 Credit)

12th Grade: English IV: British Literature (full year, 1.0 Credit)

**College bound students are required to take American and British Literature.*

Mathematics 3.0 credits

**Prerequisite for High School: Pre-Algebra, Introductory Algebra, and similar math courses (1.0 Credit)*

9th Grade: Algebra I A & B (1.0 Credit)

10th Grade and above: recommended Geometry A & B or any other Mathematics above Algebra I

**College bound students should take at least 3 years of core Mathematics including (in preferential sequence) Algebra 1, Geometry, and one other higher math class like Algebra II, Trigonometry, Pre-Calculus or Calculus.*

Science 3.0 credits

9th Grade: Physical Science A & B (1.0 Credit)

10th Grade: recommended Biology A & B (1.0 Credit)

11th and above: Science Elective (1.0 Credit) courses including Chemistry, Physics, Earth Science, Forensics, & Vet Science, etc

**College bound students should take a minimum of 3 years of science. College bound students should take Biology in their sophomore year, Chemistry in their junior year & Physics in their senior year. Earth Science may not be acceptable to many four year colleges to fulfill core science requirements.*

Social Studies 3.0 credits

9th Grade: U.S. History A & B (1.0 Credit)

10th Grade and above: World History Ancient & Modern, World Geography (1.5 Credits)

12th Grade: U.S. Government and Politics/Civics (0.5 Credit usually taken in the Senior Year)

**All students are required to pass the Civics exam prior to graduation.*

Physical Education 2.0 credits

Physical Education (1.5 Credits)

Health Education (0.5 Credits)

Life Skills Courses 1.0 credits

Personal Finance (0.5 credits)

Academic and Career Planning (0.5 credits)

Any other electives which provide students with skills, knowledge and concepts that are practical and applicable in everyday life. Examples may include but are not limited to: Life Skills, Real World Parenting, etc.

Elective Courses 6 Credits

Students are able to decide which elective courses they would like to participate in each semester. Your Link2Learn academic guide will work with students to identify courses that will be beneficial depending on what their post-high school plans are. A student who plans to attend a vocational school to pursue a career in nursing, may want to register in classes like *Introduction to Health Sciences* or *Chemistry*. College bound students may also want to take two or three years of a foreign language as these credits are often required for entrance.

Service Learning/Work Experience up to 2.0 credits / 0.5 per school year

Link2Learn requires students to invest 100 hours total over 4 years of high school to earn 2 full credits. At least 50 of these hours should be dedicated to community service. Any project or initiative that is done voluntarily to contribute to a student's community can count towards these hours. The other 50 hours can consist of work experiences - internships, voluntary work or paid work.

A time/hour log is required as evidence for projects or work done and a reflection has to be submitted to demonstrate an understanding of how each experience has impacted the student and his/her environment.

It is important to Link2Learn to provide its students opportunities to learn outside of school and to connect with real-world experiences while exploring career options.

Additional Academic Opportunities**Instrumental Lessons**

If a student 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.

Early College Credit Program/Start College Now Program

Eligible students in grades 11 and 12 may take advantage of the ECCP and/or SCN program. The program allows students to attend a Wisconsin postsecondary institution for the purpose of taking one or more courses for high school and college credit. *Students must have this option in their ILP prior to their sophomore year of High School.* Applications must be submitted to the Link2Learn office no later than March 1st for Fall semester courses, and no later than October 1st for Spring semester courses. The courses must be approved by the Link2Learn Virtual Charter School Governing Board. Courses not approved are still applicable, at the parent's/guardian's expense, to receive high school credit. Course selection may not duplicate a course already offered through Link2Learn.

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

Grade point values are given on a 4.0 scale. Grading information and other course-specific information are provided online within each course.

Grading Scale

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 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.*

High school report cards are issued at the end of the school year only as weekly grade reports are sent out to both students and parents/guardians.

Academic Letter

Students earning a grade point average of 3.5 or higher in BOTH semesters of the current school year will receive an academic letter certificate for outstanding academic achievement.

Honor Student Criteria

Link2Learn recognizes students in Grade 12 who have maintained outstanding academic achievement throughout their high school career. The following criteria **MUST** be met for a student to graduate with honors.

- Student has a cumulative grade point average of 3.5 after semester 1 of his/her senior year.
- Student has no grades less than C- halfway through semester 2 of his/her senior year;
- Student has no more than 5 unexcused absences during each year of high school.

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 a 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. Parent/Guardian permission is required. **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 a student 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 the student's 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 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. Any work submitted,

which is not a student's original product (i.e. copied and pasted from AI or Google sources) is considered plagiarism = academic dishonesty.

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 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.

Link2Learn Virtual Charter School

Graduation Requirements



24 credits are required to graduate from this charter school.

	Credits Required	Earned
English Must include: English 9 -1 credit English 10- 1 credit American Literature- ½ credit English Elective- ½ credit English 12 -1 credit	4	
Math Must include: Algebra 1 A&B - 1 credit Suggested to be next: Geometry - 1 credit, then Algebra II - 1 credit	3	
Science Must include: Physical Science A&B - 1 credit Suggested to be next: Biology- 1 credit then Chemistry - 1 credit	3	
Social Studies Must include: U.S. History A&B - 1 credit World History-Ancient- ½ credit World History-Modern- ½ credit World Geography- ½ credit Civics- ½ credit (incl. mand. Citizenship test)	3	
Physical Education Must include: Health- ½ credit PE - 1.5 credits	2	
Life Skills Must include: Personal Finance - ½ credit Academic and Career Planning - ½ credit	1	
Service Learning/Work Experience - ½ credit per year	Up to 2	
Electives Consumer Education, Parenting, Computer Science, Social Studies, Science, Music, Art, etc.	6	



Link2Learn Virtual Charter School
Chetek-Weyerhaeuser Area School District
715-924-3136 ext 2137
link2learn@cwasd.k12.wi.us

Student Name: _____ Grade: _____

MS/HS Student Commitment

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

- ☐ **Attend the Link2Learn Orientation**
- ☐ **Attend all scheduled virtual weekly check-ins**
- ☐ **Respond to emails within 24 hours (1 business day)**
- ☐ **Comply with the pacing guide recommendations and not fall behind more than 12 assignments total (or 3 assignments per class)**
- ☐ **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 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 the device L2L provides me for all my school work.
2. I will use resources provided for Link2Learn courses for authorized purposes only.
3. I will use only legal versions of copyrighted software in compliance with licensing agreements.
4. I will use appropriate and respectful language in all communications (Netiquette). Inappropriate language or messages will not be tolerated.
5. 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 be my original work 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 copying and pasting directly from a source (AI Chatbots, Google searches etc.) is considered plagiarism. There are consequences for plagiarizing:
1st offense: student is allowed to redo an assignment
2nd offense: assignment will count as a zero
3rd offense: a student's enrollment in Link2Learn may be discontinued
3. 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.
4. 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