Lincoln High School
Virtual Programming Handbook

What is Virtual Programming at LHS?

The Virtual Programming component offers students the option to learn in a self-paced environment with a customized education to support student goals. LHS students taking Virtual Classes can continue to participate in any combination of classes, school activities, extracurriculars, and sports.

Lincoln Virtual School (LVS) Virtual Vendors

Primary

- **Edgenuity -** https://www.edgenuity.com/ Edgenuity is our primary learning platform students will use as an LHS Virtual Programming student. Through the Edgenuity platform, LHS offers standards-based courses and monitors student performance and achievement. Student work is automatically graded and tabulated in the Edgenuity Gradebook and converted to our Skyward Gradebook periodically. Time worked is also logged and calculated by the system accessible at any time by the teachers and administrators at LHS.
- **Canvas -** This online platform is used by the Instructor of Record to communicate with LVS students enrolled in their courses to participate in Raider Pride Time (RPT), hold discussion forums, post course announcements, offer course calendar, post additional academic resources and videos, and post grades.

Multiple Layers of Support

CASE MANAGERS
A special education case manager can support the needs of special populations students with an IEP.

VIRTUAL COORDINATOR
Collaborates with on-site proctors, Instructors of Record, and district staff to devise engagement plans for students who may be struggling and offer other support and strategies for student success and academic achievement.

INSTRUCTOR OF RECORD
A subject-area certified virtual teacher who monitors student progress, grades assignments, holds virtual office hours, schedules individual virtual meetings as needed, and uses data to inform frequent communication with students and parents ensuring appropriate instruction for students.

TESTING / TUTORING COORDINATOR
To facilitate student engagement and safety. Will provide teaching/ reteaching enrichment.

CURRICULUM
Rigorous standards-aligned curriculum. Delivered through a combination of teacher-led videos, interactive media, and text to provide a varied approach that addresses multiple learning modalities.

SUCCESS CENTER
Learning along with peers in a dedicated space can increase focus and decrease distractions. Students can learn in a learning lab. This could occur during the traditional school day.*

*Students can work from home on a variety of digital devices.

Enrolling

To enroll in our virtual program, the student must reside within the physical boundaries of the Wisconsin Rapids Public Schools. To apply, please visit the LHS website at https://www.wrps.org/schools/lincoln/academics/virtual_program.cfm to fill out the virtual application. Applications are only considered up until 10 school days prior to each trimester. The application deadlines are posted on our virtual program website. While you are able to apply at any time, if approved, students will not begin classes until the trimester following the receipt of the application. Unique circumstances may be considered, but only with permission from the administration and the admissions team. **No Senior Will Be Allowed To _First Time_ Enroll In Virtual Courses Trimesters Two &/Or Three Of Their Senior Year.**

What happens after I submit my application?

After we receive your application will be reviewed by the Pupil Services team. The LHS Pupil Services team will then discuss placement, and your school counselor will notify you to set up a meeting to introduce programming, create an Individual Learning Plan (ILP), and orient you with the expectations. All LHS Virtual Programming students are subject to LHS graduation requirements.

- Generally admission into LVS will be in a blended format. This means 2 - 3 in-building classes and 1 or 2 virtual classes. If successful virtually, students may move to a greater virtual schedule.
- Students who are enrolled at LHS may also apply to take virtual classes. A student's course load may not exceed 2.5 credits per term. These can be handled on a case by case basis, and you should inquire through your school counselor.
- LHS Program of Studies - To view our graduation requirements and additional course related studies, view our most current Program of Studies at LHS Program of Studies

What courses are offered?

- Below is the link to our Edgenuity LVS Course Selection Form which is also posted on the Virtual Program website. LVS Registration Sheet
- Our virtual vendors may offer additional courses that are not allowed for credit at LHS.

POLICIES & PROCEDURES

All Lincoln High School Policies are in effect for Lincoln Virtual Students. Policies below highlight specific areas. The student handbook with policies is here.

Academic Integrity

Plagiarism:

All work submitted for the purpose of meeting course requirements must represent the individual efforts of each student. Lincoln Virtual School uses software programs to check the validity of students' work. Any form of academic dishonesty is prohibited. Academic dishonesty, cheating, and plagiarism are defined as the following:

1. Plagiarism is taking the writings and/or ideas of another person/student and presenting them as one's own. Plagiarized ideas may be taken from written materials such as books, newspapers, magazines, and shared documents, as well as electronic media including the internet and videos.
2. Plagiarism is doing another person's work for him/her.
3. Plagiarism is buying, selling, or giving work, questions, or answers.
4. Plagiarism is providing another person with answers to homework, tests, quizzes, or written work (essays, paragraphs, journals, projects, etc).
5. Plagiarism is copying or stealing teachers' answer keys or teacher's edition texts.
6. Plagiarism is, at any time, sharing with others one's final graded work whether digital or print.

Formative Assessment Consequence:
1st offense:
- The student will be allowed to redo the assignment. The student will receive up to 80% on the assignment.
- A report and action will be made in the student's discipline file.

2nd and subsequent offenses during the course:
- The student will receive a zero on the assignment.
- A report and action will be made in the student's discipline file.
- The student will serve a school consequence.

*Repeated offenses on formative assessments within a particular classroom or across content areas will result in ineligibility for National Honor Society.

Summative Assessment Consequence:
1st Offense:
- The student will receive a maximum of 59% on the retake or alternative task. For example if the student scores 80% on the retake, the student will receive a 47% on the assessment.
- A report and action will be made in the student's discipline file.
- The student will serve a school consequence.
- The student will be ineligible for National Honor Society.
- The student will be referred for a co-curricular code violation.

2nd and subsequent offenses during a high school career:
- The student shall receive a zero for the summative assessment.
- A report and action will be made in the student's discipline file.
- The student will serve a school consequence.
- The student will be referred for a co-curricular code violation.

Sharing Documents:
Plagiarism is, regardless of intent, sharing one's work with another student without teacher permission.
1st Offense:
- The student will be required to meet with the administration.
- A report and action will be made in the student's discipline file.
- If the intent was to allow another student to copy work, the student will receive Academic Dishonesty.
    - The student will serve a school consequence.
    - The student will be ineligible for National Honor Society.
    - The student will be referred for a co-curricular code violation.

2nd Offense:
- The student will receive Academic Dishonesty.
- A report and action will be made in the student's discipline file.
- The student will serve a school consequence.
- The student will be ineligible for National Honor Society.

The student will be referred for a co-curricular code violation.

**At any time, students may be required to come into the building to complete all summative assessments at the request of school staff.

Academic Resources
Success Center
The Success Center is located at Lincoln High School and open during regular school hours. Learning along with peers in this dedicated space can increase focus and decrease distractions. The Success Center is staffed with an adult tutor available to assist and facilitate student engagement with academic needs.

Learning Resource Center (LRC)
The Learning Resource Center is located at Lincoln High School and open during regular school hours. This resource is available to students who have an Individualized Education Plan (IEP). The LRC is staffed with adult tutors and provides a quiet study area with study strategy skills and tutorial assistance.

Attendance & Truancy Guidelines
Frequent communication is essential to the success of the partnership between the Virtual Programming staff and students. Communication can be face-to-face, via virtual discussion, text message, phone call, email, or any manner that works best to maintain open lines of communication. Lack of communication and contact with our program becomes counterproductive to the academic success of students. Failure to maintain contact with us can result in attendance issues, program discontinuation, and truancy.

Attendance in virtual programming is based on academic performance as well as participation. It is measured not only by logging into the course or courses, but also by successful submission of completed work, and participation in course activities. Students will also be expected to maintain a weekly meeting with your assigned Instructor of Record. These meetings may be to answer questions, provide support, maintain momentum, and continue in a successful direction. **Please see below for the LVS Student Contract.**

All school attendance/truancy policies will be enforced.

Co-Curricular Code (Abbreviated Summary)
All students planning to participate in any clubs, activities, and/or organizations must have a signed code on file in the office each school year prior to participating in the club, activity, and/or organization. Students signing a co-curricular code in September will be automatically covered for co-curricular activities. Refer to the Co-Curricular Code Handbook for all specifics. Please see the Athletic Director or administration with any questions.

Computer and Technical Support
- LHS provides Chromebooks to all LHS/LVS students. All applicable policies must be agreed to before the device will be granted.
- Any equipment supplied by the District needs to be submitted for maintenance upon request by the WRPS Technology Support Department.
- If the student is using District equipment, all support requests and maintenance will be provided at the Technology Department office. Please complete our tech support form here.
- When possible, software support will be performed remotely. Should onsite support be needed, please be prompt for scheduled appointments. Support requests arriving 15 minutes after a scheduled appointment will need to be rescheduled.
- WRPS technical support will not be provided for personally owned hardware and software (personal applications, computers, routers, wireless, printers, modems, internet service, etc).
- Students participating in virtual programming are responsible for data backup. Data will not be recovered if lost. If a computer is broken, it will not be repaired at the time of the service request, and it will be replaced with a spare.

- It will be best practice to use a service like Google Docs to create and save work because the service is available from any computer with an Internet connection and also the data is backed up regularly.
- Families will supply high speed internet/wifi at home for students to complete their work.
- Students and parents will be required to sign and comply with the District's Acceptable Use Policy and Responsible Use Policies.

Fees

Fees may be charged to students enrolled in various courses. Fees will be collected by the main office or through Skyward.   Fees are to be paid prior to the start of the class each trimester. All fees must be paid in order to participate in the graduation ceremony and/or earn privileges. Please consult the Program of Studies for classes in which fees are assessed.

Grades

Report cards or progress reports are distributed six times per year. Trimester grades are the grades used for student permanent report cards. Final examinations may be given in all courses at the end of each Trimester. Progress reports attempt to summarize the progress of each class for each student. Comments can be positive or negative and parents are invited to make contact with the Instructor of Record. **Progress reports and report cards will not be mailed unless specifically requested.** All parents can access current grads via the Edgenuity parent portal and Family Access in Skyward available on our website.

Grade Scale

A	100-93	C	76-73
A-	92-90	C-	72-70
B+	89-87	D+	69-67
B	86-83	D	66-63
B-	82-80	D-	62-60
C+	79-77	F	59-0

Grading Policy

Each course's grading weight will be to follow the LHS 80/20 Summative/Formative Grading Scale. The intent is for the final course grade to be figured with 80% summative assessments and 20% formative assessments.

Courses will be weighted specifically as such:

20% Quizzes
50% Unit Tests
10% Final Exam
20% Split amongst remaining categories

Please view the individual course syllabus for grading information.

Courses will be completed no more than 5 days prior to the official end of a trimester per the official school calendar. Please refer to our website for the specific end of term dates.

If a student fails more than 20% of their virtual courses per term, the student will be removed from the virtual program and will return to Lincoln High School in-building courses.

Graduation Ceremony

A graduation ceremony shall be held for students of LHS each spring. LVS students are invited to participate in the graduation ceremony. There shall be no school-sponsored prayer or other religious exercise included as part of a District graduation ceremony. As participation in the actual graduation ceremony is a privilege rather than a right, a student must have completed all of the requirements in order to participate in the graduation ceremony.

1. Meet all the credit and class requirements. (Work must be completed and passing grades must be submitted two days prior to the practice.)
2. Participated in the entire graduation practice. The principal may waive this requirement for exceptional cases with sufficient reasons.
3. Understand that commencement is a school-sponsored activity and all school rules of behavior and dress attire remain in effect. Students will abide by the rules for participation in the ceremony as established by the administration.
4. Have resolved/paid all fees and fines.
5. Attend at least 90% of the school/class periods in each and every term, not including excused absences.

Students who demonstrate recent, excessive, or severe misbehavior at school or who pose behavioral and supervisory concerns for the graduation ceremony will be restricted from participation.

Graduation Credit Requirements

English	4.0
Mathematics	3.0
Social Science	3.0
Science	3.0
Health	0.5
Physical Education	1.5
Financial Literacy	0.5
IT Fundamentals I	0.5
Electives	8.0
Total Credits:	**24.0**

National Honor Society Selection Process

Sophomores and juniors who have met the scholastic requirement of a 3.5 or above cumulative grade point average will be notified during Term 3 of their eligibility for the National Honor Society. Candidates will then be required to submit a Candidate Activity Information Form from which a faculty committee will evaluate candidates on their leadership, character, and service to determine those that will be invited to be inducted into NHS. Students will be notified in August about the status of their membership and an induction ceremony will be held in September for those who have been accepted. Students who have been disciplined for academic dishonesty in grades 9-12 or who have a co-curricular code violation 12 months prior to the application due date will be ineligible for NHS.

Raider Pride Time (RPT)

Our RPT program is designed to provide an opportunity for all students to increase their level of academic success and enhance positive student/staff connections. During this time students focus on maintaining academic standing in all courses, improve work, and ultimately improve grades. All LVS students will have required meetings/classes during the school day. Students are expected to attend all Raider Pride Time (RPT) meetings to complete required Academic and Career Planning (ACP) activities and other school required expectations. **Attendance is mandatory**. In addition, there may be additional mandatory meetings throughout the year (ex. Freshmen - LEO programming). Failure to participate in RPT and ACP activities will result in removal from the LVS program.

Required Attendance

All LVS students must participate and take the state mandated assessments in building unless a parent completes an official opt out process. Not taking these assessments may result in your dismissal from LVS. Assessments include for Juniors - the Pre-ACT and ACT, Sophomores - the Forward Exam and ACT Aspire, and Freshmen - ACT Aspire. Seniors must participate in Reality Check. All grades must attend grade level meetings.

Retake/Re-perform of Summative Assessments

Students will be allowed to retake/re-perform a minimum of two summative assessments per Trimester up until the last 6 days of the Trimester. The student will follow the retake policy/re-perform ticket that each course has developed. Summative assessment retakes/re-performs during the last two weeks of the Trimester may be given only with Instructor of Record approval.

School Contacts
- **Administration**
  - Principal: Mr. Rasmussen,
  - LVS Administrator & Associate Principal: Mr. Thayer: Grade 12, Grade 11 (A-Ja)
  - Associate Principal: Mr. Sydorowicz: Grade 11 (Se-Z), Grade 10
  - Associate Principal: Ms. Zywicki: Grade 9, Grade 11 (Je-Sc)
- **LVS Coordinator**
  - Kylie Barnes
- **School Counselors**
  - Stephanie Derringer: (A-Da)
  - Jordan Brummond: (De-Ja)
  - Mary Schultz: (Je-Mi)
  - Ann Felker: (Mo-Sc)
  - Jenna Peterson: (Se-Z)

- **Success Center/Tutoring Coordinator**
  - Kim Elgersma
- **Instructors of Record**
  - See individual syllabus for contact information

Special Education Services

If your child has an IEP, the IEP team will dictate placement in LHS Virtual Programming. Choosing to waive your rights to the Special Education services, will not guarantee participation in virtual programming if we feel it is not in the best academic interests of the student.

Student-Athlete/Activity Expectations

LHS Virtual students are encouraged to participate in athletics and co-curricular activities. In order to be eligible, students must be enrolled in school, complete the required paperwork, and follow the rules of the athletic and co-curricular code. Part of following the code includes the District monitoring academic progress at the six-week mark of each term and the final grade reports of 1st, 2nd, and 3rd terms. Students failing to meet 60% proficiency in any of the courses at these dates will be classified as earning an "F" grade which will be factored into determining eligibility according to the guidelines established by WRPS and the WIAA. For additional information, students should refer to the academic eligibility guidelines found in the WRPS Co-Curricular Activities Code.

Transcript Requests

Transcripts can be requested through the virtual service at Parchment.com. Students and graduates will have the ability to send transcripts electronically 24/7/365, eliminating the need to contact the Student Services office or wait for open school office hours. Transcripts will also arrive faster and the chance of them being misfiled will be greatly reduced. Upon request, a nominal fee will be payable by credit or debit card.   Please contact Student Services or visit the Student Services link on the LHS website if you have questions.

Virtual courses will be designated with a "V" in front of the course name on the student transcript.

Bullying (Board Policy 411.5)

The School District of Wisconsin Rapids strives to provide a safe, secure and respectful learning environment for all students in school buildings, on school grounds, in school environments and school buses and at school-sponsored activities. The District consistently and vigorously addresses bullying so that there is no disruption to the learning environment and learning process.

Bullying is deliberate or intentional behavior using words or actions, intended to cause fear, intimidation or harm. Bullying may be repeated behavior and involves an imbalance of power. The behavior may or may not be motivated by an actual or perceived distinguishing characteristic, such as, but not limited to: age; national origin; race; ethnicity; religion; gender; gender identity; sexual orientation; transgender status; physical attributes; physical or mental ability or disability; and social, economic or family status.

Bullying behavior can be:
- Physical (e.g. assault, hitting or punching, kicking, theft, threatening behavior)
- Verbal (e.g. threatening or intimidating language, teasing or name-calling, racist remarks)
- Indirect (e.g. spreading cruel rumors, intimidation through gestures, social exclusion and sending insulting messages or pictures by mobile phone or using the internet)
- Cyberbullying is the use of any electronic communication device to convey a message in any form (text, image, audio or video) that defames, intimidates, harasses or is otherwise intended to harm, insult or humiliate in a deliberate, repeated or hostile and unwanted manner under a person's true or false identity. Any communication of this form which disrupts or prevents a safe and positive educational environment may be considered cyberbullying. Cyberbullying is unacceptable and a violation of the District's technology acceptable use policy and procedures.

Bullying behavior is prohibited in all schools, buildings, property and educational environments, including any property or vehicle owned, leased or used by the District. This includes public transportation regularly used by students to go to and from school. Educational environments include every activity under school supervision.

All school staff members and school officials who observe or become aware of acts of bullying are required to report these acts to the building principal. Reports of bullying may be made verbally or in writing and may be made confidentially. If you wish to learn more about Board Policy 411.5 concerning bullying on the District webpage under "School Board Policies."

<u>Notice: Student Non-Discrimination & Anti Harassment</u>

The School District of Wisconsin Rapids is committed to equal educational opportunity for all District students. The District will not deny any person admission to, participation in, or the benefits of any curricular, extracurricular, pupil services, recreational or other program or activity because of a person's gender, race, national origin, ancestry, creed, religion, pregnancy, marital or parental status, sexual orientation, transgender status, gender identity, or physical, mental, emotional or learning disability, or any other characteristic protected under State or Federal civil rights laws.

The District strives to provide a safe, secure and respectful learning environment for all students in school buildings, on school grounds, and school buses and at school-sponsored activities. The District prohibits all forms of discrimination and harassment.

The District encourages all students, as well as third parties, to promptly report incidents of discrimination or harassment to a teacher, administrator, supervisor, or other District employee or official so that the District may address the conduct before it becomes severe, pervasive, or persistent. Any teacher, administrator, supervisor, or other District employee or official who receives such a complaint shall forward the complaint to the District's designated Compliance Officer without undue delay, but not later than two (2) business days. The District's designated Compliance Officer is the Director of Human Resources. Complaints should be submitted to:

> Brian Oswall, WRPS Director of Human Resources
> 510 Peach Street
> Wisconsin Rapids, WI 54494

To review Board Policy 411 concerning Student Non-Discrimination and Anti-Harassment, go to www.wrps.org and click on School Board Policy 411.

<u>Special Statement Regarding Sex Discrimination Under Title IX</u>

In compliance with the federal Title IX statutes and regulations set forth in Chapter 106 of Title 34 of the Code of Federal Regulations, the District does not unlawfully discriminate on the basis of sex in any education program or activity that the District operates. Title IX's requirement not to discriminate in any education program or activity extends to cover, but is not limited to, District students, certain admissions processes, and District employment. Inquiries regarding how Title IX and the federal Title IX regulations apply to the District may be referred to the District's Title IX Coordinator (as designated below), to the Assistant Secretary for Civil Rights at the U.S. Department of Education, or to both. Please refer to Board Policy 411.11 for additional information.

<u>WRPS Title IX Coordinators</u>

Brian Oswall, Dir. of Human Resources	Steven Hepp, Dir. of Pupil Services
510 Peach Street	510 Peach Street
Wisconsin Rapids, WI 54494	Wisconsin Rapids, WI 54494
P: 715-424-6710	P: 715-424-6724
E: brian.oswall@wrps.net	E: steven.hepp@wrps.net

HOW TO BE A SUCCESSFUL VIRTUAL STUDENT

A successful virtual student…
- communicates directly with their Instructor of Record at least once a week
- reads all course announcements daily,
- follows their automatic due dates, working on the course at a steady pace
- takes notes and asks questions as needed,

Working On Your Course
DAILY
- Check your email
- Check your course for new announcements
- Check your gradebook regularly for teacher feedback and to see your progress.
- Go through the course in **order,** completing all assignments in a unit before taking quizzes or exams.
  - Complete all practice activities, make sure you access all pages of the lessons. Have a notebook handy so you can take notes.
  - Submit all written assignments and projects as instructed in your course. **Do not** submit work via email, unless permitted/instructed to do so by your Instructor of Record.
- Email your Instructor of Record about questions or concerns with the course content.
  - Be constructive with your criticism and provide helpful details.
  - Include a helpful subject line for all your emails, and be clear about which assignment and course you are emailing about.
- Assessments (Quizzes, Tests, etc)
  - Make sure you have enough time to complete a quiz or test before starting it. Many quizzes/tests do not allow you to save and come back later.
  - You may need to get a password from your Instructor of Record or the Virtual Coordinator before accessing quizzes, tests, final exams. Please refer to your course syllabus for this information.
  - Complete any Discussion Based Assessments or other verbal assessments with your Instructor of Record as outlined in your course syllabus. Email your teacher to set up a time.

WEEKLY
- Attend the Instructor of Record virtual office hours as set in your course syllabus to get extra help and touch base with your Instructor of Record and other students in the class.
- Email your Instructor of Record at least once a week with any questions or feedback on how you are doing.
- Check discussion boards for student and Instructor of Record replies to your posts
- Check your Gradebook for upcoming due dates and pacing
- Don't forget you can get extra help by using the links that are available on your Syllabus!
- Attend Raider Pride Time (RPT)

<h1 style="text-align:center">Lincoln High School Virtual Program Student Contract</h1>

Access to the technology utilized in virtual courses imposes certain responsibilities and obligations. Appropriate use is ethical, honest, and legal.

- It demonstrates respect for physical and intellectual property, system security protocols, and individuals' rights to privacy as well as freedom from intimidation, harassment, and unwarranted annoyance.
- All district technology policies apply in this learning environment.
- Please refer any question to the local district contacts.

WRPS Responsible Use Policies

The Wisconsin Rapids Public School District WRPS Responsible Use Policies applies to virtual work, emails, and postings related to a virtual course.

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. I may be required to submit the assignment without credit.

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 virtual courses. Most courses have a proctored semester exam or culminating activity. It is my responsibility to contact the Instructor of Record or Virtual Coordinator and give advance notice of proctored assessments or tests to set up an appointment.

Parent Support

1. I will contact the Virtual Coordinator, Kylie Barnes, at Kylie.Barnes@wrps.net to address any challenge to ensure my student has access to the technology required.

2. I have read this contract and will support my child in these expectations.

3. I will provide internet access at home and will take an active interest in my child's virtual progress by reading the emailed Progress Reports or making a periodic check of my student's progress and grades via the virtual parent portal.

4. If I have questions I will contact my student's Instructor of Record or, Kylie Barnes, Virtual Coordinator.

Drop/Withdrawal/Failure Policy

1. I understand that virtual courses may not be a good fit for me. I may withdraw from virtual classes during the first 10 days of the current trimester and will be placed back into courses at Lincoln High School without penalty.

   a. Should a student withdraw from virtual courses for any reason during the first three days of a trimester and placed into courses at Lincoln High School, there will be no penalty on the transcript.

   b. Should a student withdraw from virtual courses for any reason during days 4 and 7 of a trimester, the student will receive a "W" grade on their transcript which indicates a course(s) have been dropped.

   c. After day 7 of a trimester, if a student is approved by Administration to drop a virtual course, the student will receive an "F" grade on their transcript which will affect the student's GPA.

Course Progress Expectations

1. **Students must complete the virtual program mandatory orientation session before they are allowed to begin virtual courses.** This session will be offered twice at the beginning of the year, and then once at the start of each trimester for new enrollees. **If students do not attend the orientation session, students will be scheduled for in-building instruction.**

2. Attendance for my virtual course is measured by successful completion of assignments and activities, communication with my Instructor of Record, participation in discussion threads, and any other teacher directed activities and interaction with the virtual lessons.

3. I understand that communication between my Instructor of Record or Virtual Coordinator and me will frequently occur through email. I will check my school email account associated with my enrollment several times each week.

4. I understand that I am expected to communicate with my Instructor of Record on a regular basis and read any email the Instructor of Record sends.

5. I understand I will attend all scheduled Raider Pride Time Meetings (RPT).

6. I understand that all assigned work should be completed according to the due dates provided on the LHS Virtual Programming website Progress Guideline (https://www.wrps.org/schools/lincoln/academics/virtual_program.cfm) which is updated at the beginning of each trimester.

7. I understand that if I am a Full-Time LHS Virtual Programming student I must maintain a minimum of either 22 hours a week (Sunday -Saturday) working on courses, OR approximately 10% completion of total classwork per week. Staff will only monitor courses M-F, but students will have 24/7 access to coursework. **Failure to meet these time/completion standards will result in the implementation of truancy procedures.** A schedule is posted on our website.

8. I understand that if I am a Blended/Part-time LHS Virtual Programming student I will be required to complete 10% of their coursework a week. Staff will only monitor courses M-F, but students will have 24/7 access to coursework. **Failure to meet these time/completion standards will result in the implementation of truancy procedures.** A schedule is posted on our website.

9. I understand if I do not complete 20% of the total coursework after 2 weeks in the term, I, the student, will return to Lincoln High School in-building courses.

10. I understand I must have 55% of all coursework completed by the six-week mark of each term. If I, the student, do not complete 55% of the coursework, an "F" grade will appear in the Skyward gradebook at this time. At that time, a meeting with the Lincoln High School Virtual Coordinator, Instructor of Record, Virtual Principal, student, and student's parents will take place to discuss options and what the student must do to be successful.

11. I understand that at the six week mark of each trimester, I will receive progress report grades in each virtual course.

12. I understand that if I, the student, fail more than 20% of my virtual course(s) per trimester, I will be removed from the virtual program and will return to Lincoln High School building courses.

13. I understand that I need to plan and work ahead if family or personal activities will limit course activities at any given time.

14. I understand that any assignments submitted beyond the due date may not receive full credit. Points may be deducted for late assignments. Blank submissions are not considered submitted assignments.

15. I understand that I am expected to complete no less than 100% of all coursework, including a final exam; if I do not accomplish these, credit will not be issued and an "F" will be added to my transcript for this course.

Student agreement for virtual Courses, Signature Page

I have read and understand the virtual expectations and consequences outlined in the Student Agreement for virtual Courses, above, and agree to abide by them.

Failure to do so may, upon investigation, result in consequences up to and including being terminated from virtual courses.

Student_____ Date_____

Parent/Guardian_____ Date_____