



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 is the primary learning management system (LMS) for Lincoln High School students. A LVS class may be entirely in Canvas or classes from a virtual vendor may be supplemented with instruction delivered by LHS instructors in Canvas. Some of your instructors may use Canvas just to post course material including recorded lectures and written notes, while others may also use it to administer tests, assignments, quizzes, hold discussion forums, take attendance, post grades, and more.

Enrolling

To enroll in our 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 online 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.

What happens after I submit my application? After we receive your paperwork, your application will be reviewed by the Pupil Services team. The LHS Pupil Services team will then discuss placement, and your school counselor and/or the Virtual Programming Coordinator 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 https://www.wrps.org/schools/lincoln/academics/virtual_program.cfm
- Courses Offered - A course registration sheet is posted on the Virtual Program website. 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](#).

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 online 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 online 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, if scheduled, a weekly meeting with a virtual program support teacher. These meetings will be to answer questions, provide support, maintain momentum, and continue in a successful direction. Please see below for a sample student contract.

All school attendance/truancy policies will be enforced.

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.

Grading and Extension Policy:

Each course's grading weight will be set individually by course. The intent is for the final course grade to be figured with 80% summative assessments and 20% formative assessments. There may be individual variances due to grading in a virtual vendor program. Please view the individual course syllabus for grading information.

Classes will be due about 2-7 days prior to the official school calendar. Please refer to our website for the specific end of term dates.

Any extensions will follow the LHS grade extension policy. Students will receive an "F" on their report card at the end of the term and will complete a Grade Extension and Change Request form. The "F" remains on the report card but the GPA will change with the grade change. This only occurs with prior school counselor/principal approval.

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.

RPT

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.

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.

State Assessments

All LVS students must participate and take the state mandated assessments in building. 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.

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](#).

Lincoln High School Virtual Program Student Contract

- **Students must complete the virtual program mandatory orientation session before the school year starts.** 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.**
- Full-Time LHS Virtual Programming students must maintain a minimum of either 22 hours a week (Sunday -Saturday) working on their courses, OR approximately 10% completion of their 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.
- Part-time LHS Virtual Programming students will be required to complete 10% of their coursework a week.
- If a student has not completed 20% of the total coursework after 2 weeks in the term, the student will return to Lincoln High School in-building courses.
- The student must have 55% of all coursework completed by the six-week mark of each term. If a student has not completed 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 counselor, principal, student, and student’s parents will take place to discuss options and what the student must do to be successful.
- At the six week mark of each term, the student will receive progress report grades in each virtual course.
- If a student fails more than 20% of their virtual course(s) per term, the student will be removed from the virtual program and will return to Lincoln High School building courses.
- The student will take all state mandated assessments or be removed from the virtual program, unless a parent completes an official opt out process.
- The student services team will review each student situation individually.

I have read, understand, and agree to follow the Lincoln High School Virtual Program guidelines.

Student Signature: _____

Date: _____

Parent signature: _____

Date: _____