

**Woodland Park School District
Online Program
2018-2019**

Student / Parent Handbook

Woodland Park School District Re-2

155 Panther Way

PO Box 99

Woodland Park, CO 80863

719.686.2000

www.wpsdk12.org

Welcome to Woodland Park School District Online Program

Dear Students and Parents,

Welcome to Woodland Park School District Online Program! We're happy you've chosen us to learn through an online experience. We work hard to design an individualized online program or hybrid online program to best meet your learning needs. Our goal is for all students to progress academically and prepare our students to thrive in the 21st Century. Our online programs are rigorous and provide a comprehensive learning experience that meets or exceeds all state educational requirements.

We believe that you are ultimately responsible for your own success and putting forth the effort needed to accomplish your learning goals. Our goal is to support that effort through choices in learning environments, frequent monitoring and feedback on your progress, and close communication among student, parents or learning coaches and online staff. We want you to be successful and thrive in your online educational experience and encourage you to contact us with concerns or questions.

Thank you!

Woodland Park School District Vision

Woodland Park School District.... A Place of Becoming

Woodland Park School District Mission

Together we embrace a culture where all learners are empowered to pursue intellectual, personal, and collective excellence.

Woodland Park School District Board Ends Statement

Our district exists so that students develop their foundation to thrive as citizens in the 21st century.

Woodland Park School District Core Beliefs:

We believe in.....

- Students being at the heart of our actions and decisions*
- Educators that inspire, empower, and connect with students*
- Relationships that are positive, productive, and collaborative*
- Families and communities as partners in learning*
- Environments that are safe, welcoming, and supportive*

Woodland Park School District Online Program (WPSD Online)

- **WPSD Board of Education**

- Beth HuberSchool Board President
- Gwen DawdySchool Board Vice President
- Carol GreenstreetSchool Board Secretary
- Nancy LeckySchool Board Director
- Corbin GraberSchool Board Director

- **WPSD Administrative Staff**

- Steve WoolfSuperintendent
- Linda Murray.....Assistant Superintendent/Dir. of Elementary
- Tina CassensDirector of Secondary Programming
- Brian Gustafson.....Director of Business Services
- Cathy MulaBusiness Office
 - Contacts for vouchers, proof of residency

- **Woodland Park School District Online Team**

- Sandy Struble.....WPSD Online School Coordinator (K-5)
- Diana RobertsWPSD Online School Coordinator (6-12)
- Stephanie McGrawK-5 WPSD Online Assistant
- Sandy Crisp.....6-12 WPSD Online Assistant

Contact Information:

Sandy Struble, Online Coordinator (K-5)
Woodland Park School District Online Program
Gateway Elementary School
150 Panther Way (formerly 101 N. Baldwin)
Woodland Park, CO 80863
719-686-2172 or cell 719-329-8532
sstruble@wpsdk12.org

Diana Roberts, Online Coordinator (6-12)
Woodland Park High School
151 Panther Way (formerly 151 N. Baldwin)
Woodland Park, CO 80863
719-641-7480
droboterts@wpsdk12.org

Linda Murray, Assistant Superintendent
WPSD Central Office
155 Panther Way (formerly 211 N. Baldwin)
Woodland Park, CO 80863
791-686-2012
lmurray@wpsdk12.org

Admission and Enrollment:

WPSD Online Program is a school of choice; therefore, admission may be denied if it is determined the student is not a strong candidate for online learning. Staff will consider previous academic history, attendance, grades, academic assessment information, technology skills, and level of support provided by parents or a learning coach. Students may be accepted on academic probation which allows a student up to 30 days or in some cases an entire semester to prove sufficient effort to be successful in the online program.

Prior to acceptance in the WPSD Online Program, all registration documents must be completed, including proof of residency and the online agreement, which outlines attendance, testing and login requirements.

All full-time WPSD Online students must be enrolled in a full schedule of classes including at least four online classes, three of which are in core classes (English/language arts, math, science and social studies) with remaining classes either online or in combination with on-campus classes. Part-time online courses may be considered in special circumstances, but will not qualify for computer and Internet vouchers. (***Please note - vouchers will not be released until all paperwork and sign-in requirements have been met through October 10 and at least 30% progress has been made*).

Dual Enrollment:

Students wishing to participate in the WPSD Online Program part-time while attending another Colorado school district must provide a completed Part-Time Student Form signed from the other district indicating an agreement to share funding.

Attendance Requirements:

Because we are a public school, all WPSD Online students are required to meet state attendance requirements. Students are expected to follow our WPSD Online school calendar, working daily on their courses. Students are considered in attendance by consistently logging on and completing lessons and assignments. Parents or learning coaches are required to ensure their student progresses and may need to oversee time management. Weekly progress is monitored closely by the district and students are expected to complete yearly courses within a school calendar year.

During our October count window (September 20 to October 10) all students must submit **at least one assignment each school day for each online course**. Students who do not meet the October Count requirements may be subject to dismissal from the WPSD Online program.

A WPSD Online full-time student is expected to spend several hours a day, 5 days a week working on courses. Typical students in Kindergarten through 3rd grade will spend 3-4 hours and students in 4th grade through high school will spend 5-6 hours each day on cores, with high school spending an additional 2-3 hours working in elective courses. Students may have flexibility in managing their time, but failure to make consistent progress on a weekly basis will result in phone calls, emails, and personal meetings. This could result in truancy procedures. **In order to continue in the online program, the student must adhere to all attendance requirements, demonstrate academic progress, and participate in all local assessments.**

Absences

Should a situation arise where a student may be absent for an extended period of time and unable to actively participate in the online program, WPSD Online staff should be notified immediately so alternate schooling plans may be discussed.

Truancy

- The parent or guardian of students who do not actively participate in their online courses after seven days will be notified of their inactivity. Staff will work with the parent or guardian and student to problem solve any issues.
- The parent or guardian of students who do not actively participate in their online courses after 12 days will be sent a letter indicating concern over lack of participation and a possible truancy situation with another opportunity to problem solve any issues. Truancy procedures may be started at this time.
- After continued inactivity, the student will be considered truant and will be reported to appropriate authorities. The student will be required to return to regular school programming in one of our buildings.

Communication

Communication is critical to student success. Email is usually the quickest and most efficient way of communicating with all WPSD Online staff. Phone messages may also be used, but may take longer for a reply, especially during school breaks. All communications are expected to be professional.

Counseling and Guidance Services

WPSD Online staff will work families and school personnel to ensure students are scheduled for appropriate courses to best meet their needs. For students also taking courses on campus, WPSD Online staff will coordinate online and on-campus courses. At the high school level, our WPSD Online High School Counselor/Advisor will either provide services or connect students to resources to assist with course selections to meet post-secondary goals, career planning, scholarships, graduation requirements, college entrance requirements and letters of recommendation.

State and Local Assessments

All WPSD Online students are expected to participate in all state and local assessments. These assessments are important to monitor student progress and inform appropriate courses.

- **CMAS – Colorado Measures of Academic Success**
 - Reading, Writing, Math – Grades 3-8
 - Science – Grades 5, 8, and 11 only
 - Assessment Windows: April
- **PSAT & SAT – College Pre-Readiness and College Entrance Exam**
 - PSAT - Freshman, Sophomores;
 - SAT - Juniors
 - April Colorado Test Day
- **WIDA/Access – Colorado English Language Assessment**
 - Only for students who are English Language Learners
 - Assessments are in January
- **MAP Testing – Measures of Academic Progress Benchmarking Assessments (6-HS)**
 - Reading, Language Arts and Math
 - September, January and April/May
- **READ/Literacy Assessments – STAR Literacy & Math**

- All students K-3
 - DIBELS (Dynamic Indicators of Basic Early Literacy Skills) Benchmarking September, January, May
 - STAR Literacy & Math – At least 4 times throughout the year
- Students scoring below grade level in reading will have an ILP (Individualized Literacy Plan) written to address areas of concern with a plan for remediation
- **CogAT (Cognitive Abilities Test)**
 - All 2nd Graders (March) and 6th Graders (September)

Graduation Requirements

All high school students in the WPSD Online program will be working toward a WPSD diploma and must meet the following requirements. It is important to meet with High School counselors to ensure students are on-track for graduation.

Minimum WPSD Graduation Requirements (25 total credits)

Content Area:	Classes Graduating 2019 & 2020	Classes Graduating 2021+
Math	3 credits	3 credits
Science	2 credits	3 credits
English	3 credits	3 credits
Social Studies	3 credits to include World History (1), American History (1), Civics/Government (0.5), Economics (0.5)	3 credits to include Civics/Economics (0.5)
Physical Education	1.5 credits	1.5 credits
Health	0.5 credits	0.5 credits
Fine Arts		0.5 credits
Technical Arts		0.5 credits
Elective	12 credits	10 credits

Students planning to pursue post-secondary education options are encouraged to investigate college entrance requirements that may include (but are not limited to) the following courses:

- Foreign Language (2 credits of the same foreign language)
- English (4 credits)
- Science Lab Courses (at least 3 credits including Biology, Chemistry, Physics)
- Math (4 credits) including Algebra, Geometry, Algebra II, Pre-Calculus/Trigonometry, and/or Calculus

In addition to the 25 total credits requirement, **classes graduating in 2021 and all subsequent years** must meet the following qualifications in order to graduate with a Woodland Park High School diploma:

- Graduates must develop and successfully complete an Individual Career and Academic Plan

(ICAP). Students can meet this requirement in their Advisory class on campus or through scheduled meeting times with counselors.

- Graduates must demonstrate college or career readiness in both English and Math based on a minimum of the successful completion of at least ONE measure including SAT, Accuplacer, ACT, ACT WorkKeys, ASVAB, Concurrent Enrollment class, etc. For more information, visit the Woodland Park High School website at:
<http://www.wpsdk12.org/schools/wphs/information-center/graduation-requirements/>

Changes to Courses

WPSD Online Program will provide for up to 7 courses each year. Any changes to the courses must be made within the first 14 days of receiving a course. Any changes after 14 days may be subject to a fee. If a student drops a class, fails to make progress or does not log attendance in a class after the 14 days, a grade of “F” will be recorded. Extensions may only be offered in unique situations with administrative approval.

Students moving quickly through the curriculum should be encouraged to take advantage of all enrichment and extension activities.

Special Needs

Depending on the needs of the student, we are able to provide some services for our students with special needs through specialized programming, consultation with our special education staff or providing services on-site. For students on an IEP (Individualized Educational Plan) and receiving special education services, an IEP meeting must be held prior to enrollment in our online program to ensure the student’s needs may be met and online programming is an appropriate placement. The IEP should reflect appropriate courses, accommodations, additional services and goals to determine progress. A Special Education teacher from the appropriate building level will be assigned as case manager.

Plagiarism/Cheating

Students will receive a “0” for any assignment for which the student has plagiarized, cheated, or acted in an unethical manner. WPSD online staff will document the issue and notify the parent/guardian of the student as well as WPSD Administration. Plagiarism or cheating may also result in disenrollment from a course or the WPSD online program.

Middle School and High School Grading Policy

Grades are based on the following percentages and calculated at the end of each semester. Courses will not be considered for final grading until the student has reached at least 80% completion and taken the final. *** At the high school level, final exams must be proctored in the Blended Learning Room at the High School. Failure to have the final exam proctored on campus will result in a 10% reduction of the overall grade.

90 – 100% = A

80 – 89% = B

70 – 79% = C

60 – 69% = D

59% and lower = F

Students at the Middle School and High School will receive a progress report mid-way through the semester at the end of each quarter. Progress noted reflects the percentage of work completed (should be

roughly 50% mid-way through a semester) and the quality of the work completed.

Students not completing a course in the assigned semester will receive an F on the report card/transcript for that semester. Students may continue to work on the course during the next semester, with the final grade reported in the new semester and the F will remain in the original assigned semester.

Special circumstances (including extended time) may be considered for valid reasons if approved prior to the end of the grading period. Please contact Woodland Park Online Program staff to discuss any concerns or issues so problems can be addressed in a timely fashion. Any modifications will be written in a formal plan.

Woodland Park School District Online Program (WPSD Online Program)

FAQ – Frequently Asked Questions

1. What is the WPSD Online Program?

Parents work with their children at home using rigorous, standards-based content. The online programs used are *K12 for elementary* and *Fuel Ed for secondary* which are aligned to Colorado State Academic Standards. Fuel Ed offers a wide variety of secondary options including AP readiness courses and involves regular feedback from online highly qualified certified teachers in each content area. The curriculum is managed through an online system and includes hands on materials, writing assignments, video lessons, etc., depending on the course.

2. How can I find out more about K12 and Fuel-Ed.

You can visit their websites at: www.k12.com and www.fueleducation.com

3. What courses will be available through WPSD Online Program?

K-12 offers a full elementary curriculum and Fuel-Ed offers the core secondary curriculum (Language Arts, including both reading and writing, math, science and social studies) as well as a variety of enrichment classes.

4. How much does it cost?

The district receives state funding for most students participating in this online option, therefore, all curriculum, materials and software are provided free of charge if enrolled and working on courses prior to September 15th and the students completes all October count requirements.

In addition, for every family that enrolls by **August 31st** in our **full online core curriculum**, we will provide a \$300 voucher once every 3 years to go toward a computer and printer/scanner needs. Families may use this voucher to purchase or upgrade their computer equipment to best meet their needs. It is highly recommended that you have high speed internet and the district will pay each family a \$30 per month stipend to assist with the internet cost. Families who do not complete the first year of the online program may be asked to return the \$300 stipend. ***To qualify for the stipend and vouchers, all enrollment paperwork must be completed and approved by August 31st and the student must meet all login requirements through October 10th.***

Please note: Computer vouchers and Internet vouchers will not be released until all paperwork and login requirements have been met through October 10 including at least 30% progress on all coursework.

5. How much time should we expect to spend on schoolwork?

While each child is different, students should expect to spend between 3 – 6 hours on schoolwork each day. At the lower grades, more time is spent with hands on materials and less time on the computer. Students have reading books, math problems, science experiments, and writing assignments averaging approximately 4-5 hours per day on core curriculum. At the higher grades, the amount of time spent on the computer increases but they are still expected to do work off-line as well. Students from 4th grade through High School can expect to spend approximately 75 minutes per course five days a week. Both K-12 and Fuel Ed Online Programs are rigorous and are designed for parents who wish to homeschool their children, provide some structure for school work and interact daily toward meeting educational goals.

6. As a parent, how much time should I expect to spend working with my child?

At the lower grades, parents should expect to spend approximately 80% of the time working with their child. At the higher grades, as students reading skills and independent working skills improve, parents should expect to spend about 50% of the time working with their child. Both programs are designed as rigorous homeschooling curriculum requiring consistent coaching and teaching from a parent or adult. Even at the upper grade levels, from 6th through 12th grade, a parent or learning coach should expect to monitor and enforce progress 100% of the time.

7. Do we need to follow a schedule?

Because we are a public school, we do have certain attendance requirements. Students are expected to follow a regular school calendar, working daily on their courses. Parents do have the flexibility of scheduling when and where students work. Students could work on and off throughout the day or evening, work from a personal laptop while traveling, or spend time on weekends so they have some time off during the week. Students are expected to complete yearly courses within a school calendar. Our WPSD Online programs are designed to monitor student progress throughout the year to let parents, students and our Online Liaison know how students are performing and if they are on track to complete the courses.

*****During our October count window (approximately Sept. 20 to October 10 each year), all students are required to login to each course every school day and complete at least one assignment per class daily.**

8. Who will be our WPSD Online Liaisons or School Contact?

Sandy Struble and Diana Roberts are our Online Liaisons and they teach the students in our Homeschool Enrichment Academy. Sandy works with our elementary students from Kindergarten through 5th grade at both Gateway and Summit Elementary. Diana Roberts is our Homeschool Enrichment Academy Teacher for Grades 6-8 at Summit Elementary School. Both Sandy and Diana have experience as classroom teachers and have homeschooled their own children. They are responsible for helping parents and students get started, training on the software, communicating frequently with students and parents, problem solving any issues and monitoring the progress of the students. Communication between our Online Liaisons and parents of WPSD Online students would include emails, phone and personal contact. Each student is encouraged to have at least two face-to-face meetings throughout the year, but the Online Liaisons are available for more contact, if needed. Diana schedules on-campus hours for students needing additional support or structure and proctors all high school finals.

9. What kinds of assessments would be required?

Both WPSD Online programs include lesson, unit and semester assessments. **Students participating in WPSD Online Program are expected to participate in all State and District assessments.**

Required state and local assessments include:

- CMAS (Colorado Measures of Academic Success) – Students must follow building developed schedules (Gateway Elementary, Summit Elementary, WP Middle School and WP High School)
 - Reading, Writing and Math - Grades 3 – 8
 - Science – Gr. 5, 8, 11 and Social Studies – Gr. 4, 7
 - CMAS Window – April
- Academic Benchmark Testing – must follow building schedules
 - STAR Math & Literacy at Elementary K-5
 - MAP (Measures of Academic Progress, NWEA) Testing 6-8
 - MAP or College Career Assessments 9-12
- PSAT/SAT – Colorado College Readiness and Placement Tests
 - PSAT - College Readiness Test for Freshman and Sophomores
 - SAT - College Entrance Test for Juniors
 - Colorado Testing Day - April
- WIDA/Access – Colorado English Language Assessment
 - Only for students who are English Language Learners - Assessments in January

- READ/Literacy Assessments -
 - All students K-3 or those reading below grade level at the upper grade levels
 - DIBELS (Dynamic Indicators of Basic Early Literacy Skills) Benchmarking September, January, May
 - STAR Assessments in Literacy & Math (Renaissance Learning)
 - Students exhibiting a Significant Reading Deficiency in Grades K-3 will have a READ plan developed collaboratively with parents
- CogAT (Cognitive Abilities Test)
 - All 2nd Graders (March) and 6th Graders (September)

10. What is the Enrichment Academy?

Our Enrichment Academy is an opportunity for students who are homeschooled or participating in the online home program to participate in a variety of enrichment classes in a structured school setting one day a week. This program does not provide core curriculum, but would complement your own homeschooling curriculum or WPSD Online programs. Students in Grades K-5 could attend one day a week at either Gateway Elementary or Summit Elementary with Sandy Struble or in Grades 6-8 at Summit with Diana Roberts. During that time, students may participate in PE, Art, and Music, hands-on Science labs, Public Speaking, Robotics and Technology as well as learning opportunities in our Media Center. Middle School students could also receive some additional support or tutoring in writing or math. Other options could include literacy assessments and school-wide events, programs and assemblies.

Students attending another online program (not WPSD Online Program) would need a letter from their online program acknowledging and agreeing with your participation in our Homeschool Enrichment Academy, as we would be sharing funding.

11. What if my child has special needs?

Depending on the needs of the student, we are able to provide some special education services either through specialized programming, consultation with our special education staff or providing services on-site. For students on an IEP (Individualized Educational Plan) and receiving special education services, an IEP meeting must be held prior to enrollment in WPSD Online Program to determine if the online program will meet the student's specific needs and if so to determine appropriate classes, services and goals.

12. What about GT or GATE (Gifted and Talented) Services?

Our District formally assesses students in 2nd Grade and 6th Grade. Students meeting district guidelines for GT Services have an Advanced Learning Plan (ALP) written to address identified areas with goals and action plans to meet those goals and may be given above grade level curriculum, if qualified.

13. What choices do I have?

You could choose from any of the following options:

- WPSD Online Program (Grades K-12) **5 Classes to be full-time student**
 - Core classes: Language Arts, Math, Science, Social Studies
 - Minimum requirements for online: 4 online classes total, 3 of which are core classes
 - *Students must have at least 5 classes total to be considered a full-time student (could be all online or part online and part on-campus)*
- WPSD Online Program in combination with our Enrichment Academy (K-8)
- WPSD Online Program in combination with enrichment or content area classes at our Woodland Park Middle School or Woodland Park High School
- Enrichment Academy (K-8)
 - Please note – if you are currently enrolled in another district's online program and want to attend either of these options, we need a letter from your other school district acknowledging your participation in both programs and their agreement to share funding

14. Will I receive a Woodland Park High School diploma?

All students in our WPSD High School Online Program will be working on the same graduation requirements as our students taking courses on campus. Students meeting the graduation requirements will receive a WPHS diploma.

15. Do I need to take all courses online or may I take some courses on campus?

At the Middle School or High School level, all students are required to take at least 5 courses in order to be considered a full-time student.

- WPSD Online students must take a minimum of 4 online courses, 3 of which are core classes (English, Math, Science, Social Studies) through our WPSD Online program.
- Then students may choose to take additional electives through the WPSD Online program (up to 7 courses/year) or are welcome to attend the high school for a variety of courses on-campus to complete their schedule.

It is our hope that all students receive a well-rounded educational experience which may include courses on-line and on-campus. Our high school requires 25 credits (one full year of a course equals 1 credit) for graduation and all students must be working toward meeting those requirements.

16. Am I able to work ahead in the curriculum?

At this time, once students are placed in the appropriate curriculum, we will not be ordering additional curriculum until the following year. Students moving quickly through the curriculum should be encouraged to do the enrichment and extension activities. However, students may complete a given semester prior to the scheduled due/end date.

17. Do you offer College Credit or Dual Enrollment Options?

Woodland Park School District offers several college credit options available to students including courses taught on campus with agreements through:

- UCCS (calculus and physics taught on WPHS campus), depending on enrollment
- PPCC (English taught on WPHS campus), depending on enrollment
- AVP (Area Vocational Programs through PPCC for students accepted through an application)
- Advanced Placement courses (AP courses taught on WPHS campus or online students may pay the fee to take any of the AP tests offered on campus in May), depending on enrollment
- On-campus articulations in Career Tech Ed
- ASCENT (full year of courses at PPCC for 5th year seniors accepted through an application)

18. What are your parent expectations?

We expect parents (or student learning coaches) to work closely with their student (including high school and middle school levels), structure learning time, ensure progress throughout the year, and communicate as needed with Sandy Struble (K-5) or Diana Roberts (6-12), our WPSD Online Liaisons, and/or online teachers. Continued participation in the WPSD Online Program is based on the following:

- Student progress toward academic achievement
- Student participation in district assessments
- Timely (generally 24 business hours) email responses
- Meeting all attendance and login requirements

19. Will the school provide the necessary textbooks?

In grades Kindergarten through 4th grade, textbooks and workbooks are provided. In grades 5-12, only online texts are provided, however in some cases, copies of required novels may be checked out. If exceptions are made, the books are the property of WPSD and must be returned upon completion of the course.

20. Will my student be allowed to participate in sports, clubs, dances and other activities?

Yes! All students are encouraged to participate in on campus school activities, sports and clubs. Please note that eligibility requirements do apply.

21. How do we enroll?

Parents should enroll their child for the WPSD Online Program or Enrichment Academy by contacting:

- ✓ Sandy Struble at Gateway Elementary for K-5 (719-329-8532 or email sstruble@wpsdk12.org)
- ✓ Diana Roberts for grades 6-12 (719-641-7480 or email droberts@wpsdk12.org)
- ✓ WP School District Central Office during the summer (719-686-2012).

A completed enrollment packet includes:

- District Registration Paperwork
- WPSD Online Enrollment Form
- WPSD Online Agreement Form – attendance, login requirements, testing requirements, etc.
- Signed Proof of Residency Form (*must be original copy, not faxed or emailed*) and completed prior to October 1.
- Online School Computer Policy Form where applicable

22. Are there deadlines for enrolling?

All students must complete a full enrollment packet and be approved by September 15.