Woodland Park School District
Online Program
2023-2024

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 the Woodland Park School District Online Program

Dear Students and Parents,

Welcome to the 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. Our online programs are rigorous and provide a learning experience that meets or exceeds all state educational requirements.

We believe 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 students, parents or learning coaches, and online staff. We want you to be successful and thrive in your online educational experience, and we encourage you to contact us with concerns or questions.

Thank you!

- <u>WPSD Board of Education</u>
    - o David Rusterholt…………..………………………..School Board President
    - o David Illingworth II……….………………….………School Board Vice President
    - o Mick Bates………………………………….……School Board Director
    - o Cassie Kimbrell…………………………..………School Board Director
    - o Suzanne Patterson…………………………………School Board Director

- <u>WPSD Administrative Staff</u>
    - o Aaron Salt…………………………………..Chief of Operations
    - o Kim Moore………………..………………………Chief of Academics
    - o Ken Witt…………………………………………Superintendent

- <u>Woodland Park School District Online Team</u>
    - o Kim Moore……………………………WPSD Online Program Supervisor
    - o Beth Woods………………..………WPSD Online School Coordinator (K-5)
    - o Lisa Wedhoff………………………..WPSD Online School Coordinator (6-12)
    - o TBD……………………………….......……6-12 WPSD Online Assistant
    - o Mary Crade………………………….Kindergarten - 2nd Grade EA Teacher
    - o Lynn Zupans…………………….…...3rd Grade - 4th Grade EA Teacher
    - o Barb Wieben…………..………………………..5th - 8th EA Teacher
    - o Lindsey Strelec……………………………….Middle School Teacher
    - o Stefanie Rohman…………………………………Middle School Teacher
    - o Casie Nash ………………………………………Middle School Mentor
    - o Landis Seabolt…………………Secondary Edgenuity Platform Manager
    - o Woodland Park High School Teachers Assigned by Content Area

Contact Information:

Kim Moore, Online Program Supervisor
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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 and enrollment in courses in the WPSD Online Program, all registration documents must be completed, including Proof of Residency and the Online Acknowledgement of Expectations, which outlines attendance, testing, and login requirements. At the high school level, students must obtain counselor approval for enrollment in online courses.

All full-time WPSD Online students must be enrolled in a full schedule of classes, including at least five 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 Internet vouchers. *Please note: Internet Vouchers will not be released until all paperwork, progress, and sign-in requirements have been met through October 10th.*

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 by the other district indicating an agreement to share funding.

Attendance Requirements:

As a public school, all WPSD Online students are required to meet state attendance requirements. Students are expected to generally follow our WPSD 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, as students are expected to complete yearly courses within a school calendar year.

During our October count window (September 20 to October 10), students must log in and show progress in all courses. Students who do not meet the October Count requirements may be subject to dismissal from the WPSD Online Program. *By October 1, students must have made adequate progress, which is defined as 25% per class for a semester course and 15% per class for a year-long course.*

A WPSD Online full-time student is expected to spend several hours a day, 5 days a week, working on courses. Typical daily school day commitments include:
- Kindergarten through 3rd grade: 3-4 hours
- 4th grade through high school: 4-5 hours on core classes, with an additional 1-2 hours for middle school and high school 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 required assessments outlined in this handbook.

Full-Time and Part-Time Status

A full time student is defined as a student who is taking 5 or more classes online.
A part time student is defined as a student who is taking 4 or fewer classes online.

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 that an alternate schooling plan may be arranged for this time period.

Truancy

High school and middle school students must work a minimum of 2 hours/week/course (16 hours/week if a full time online student takes 8 courses) and be on track in their course to be considered present. These hour requirements do not include idle time. Idle time will be subtracted from the total time to determine the number of hours worked. If a student is not fulfilling the hourly requirements and is not on track to finish the course(s) on time, then the student will be considered truant for that week. Parents will be notified of truancy status as follows:
- 2 weeks truant: Attendance notification sent by email to the student and the parent/guardian
- 3 weeks truant: Letter of concern sent by email to the student and the parent/guardian
- 4 weeks truant: Chronic absence notification sent by email to the students and the parent/guardian with a required meeting including parents, administration, students, and student's counselor to develop a plan of success
- Further truancy will result in a determination of habitual truancy and may result in a notice of non-compliance sent via certified letter to the parent/guardian

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 it 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 with families and school personnel to ensure students are scheduled for appropriate courses to best meet their needs and to remain on track for progression to the next grade level or graduation. For students also taking courses on campus, WPSD Online staff will work with school counselors to coordinate online and on-campus schedules. At the high school level, all students will work directly with the WPHS guidance counselors to ensure that course selections meet graduation and post-secondary goals. Additionally, the WPHS Student Services team will support students with career planning, scholarships, 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. Current assessments include:
- CMAS – Colorado Measures of Academic Success
    - o ELA & Math – Grades 3-8
    - o Science – Grades 5, 8, and 11 only
    - o Social Studies - Grades 4 and 7 (varies by school and year)
    - o Assessment Window: April
- PSAT & SAT – College Pre-Readiness and College Entrance Exam
    - o PSAT - Freshman, Sophomores;
    - o SAT - Juniors
    - o April Colorado Test Day
- WIDA/Access – Colorado English Language Assessment
    - o Only for English Language Learners
    - o Assessment Window: January
- iReady - Benchmarking Assessments (Elementary)
    - o Reading & Math
    - o September, December, and April/May
- iReady – Benchmarking Assessments (MS & HS)
    - o ELA and Math
    - o September, December/January, and April/May
- DIBELS - Dynamic Indicators of Basic Early Literacy Skills Benchmarking Assessment (K-3)
    - o Literacy
    - o September, December/January, and May
    - o Students scoring below grade level in reading will have a READ Plan written to address areas of concern with a plan for remediation
- CogAT (Cognitive Abilities Test)
    - o All 2nd Graders (May) and 6th Graders (October)

Graduation Requirements

All high school students in the WPSD Online program will be working toward a WPSD diploma and must meet the following requirements. Students will meet with High School counselors to ensure they remain on track for graduation.

Minimum WPSD Graduation Requirements (25 total credits)

Content Area:	Minimum Credits Necessary
Math	3 credits
Science	3 credits
English	3 credits
Social Studies	3 credits to include Civics (0.5)
Physical Education	1.5 credits

Health	0.5 credits
Fine Arts	0.5 credits
Technical Arts	0.5 credits
Elective	10 credits

Students planning to pursue post-secondary education options should work directly with their guidance counselor 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/Integrated 1, Geometry/Integrated 2, Algebra II/Integrated 3, Pre-Calculus/Trigonometry, and/or Calculus

In addition to the 25 total credits requirement, students 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 Woodland Park High School Graduation Requirements

Middle School and High School Changes to Courses

The WPSD Online Program will provide up to 8 courses at the high school level and 6 courses at the middle school level each semester. Any changes to secondary course selections must be made within the first 14 days of receiving a course. Any changes after 14 days will be subject to a fee. If a student drops a class, fails to make progress, or does not log attendance in a class after 14 days, truancy guidelines will be initiated. At the high school level, if a student drops a class, fails to make progress, or does not log attendance in a class after 14 days, this will be documented on the student's transcript as a WD/F (withdrawal failure). 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.

Note that elementary courses are prescription and cannot be changed.

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. The student may also be required to complete the assignment again. WPSD online staff will document the issue and notify the parent/guardian of the student as well as the WPSD Administration. Plagiarism or cheating may also result in dis-enrollment from a course or the WPSD online program.

Elementary Grading Policy

Grades are based on the cumulative grade and averaged between similar content areas calculated at the end of each semester. For example, literature, grammar, usage, mechanics (GUM), composition, spelling, and vocabulary are all entered as a Language Arts class grade since all of those areas are intermixed within a traditional classroom. This grade will be reflected on the WPSD transcript.

Middle School Grading Policy

Grades are based on the following percentages and calculated at the end of each semester. All tests/exams must be proctored in person or virtually with Online Staff. Students must earn 70% or higher on all tests/exams. Actual grades in Edgenuity courses will reflect as follows on WPSD transcripts:

    90 – 100% = A
    80 – 89% = B
    70 – 79% = C
    Below 69.5% = Incomplete

Students at the Middle 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.

At the middle school, students not completing a course in the assigned semester will receive an incomplete on the report card/transcript for the first semester. Students may continue to work on the course during the second semester if they are permitted to remain in the online program. Students who have an incomplete at the end of the year may take summer school to complete their course(s).

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.

High School Grading Policy

Grades are based on the following percentages and calculated at the end of each semester. All tests/exams must be proctored in person or virtually with Online Staff. Students must earn 70% or higher on all tests/exams. Actual grades in Edgenuity courses will reflect as follows on WPSD transcripts:

High School
90 – 100% = A
80 – 89% = B
70 – 79% = C
69.9% and lower = NY (Not Yet)

Students at the 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.

At the high school, students not completing a course in the assigned semester will receive a NY. In many cases, students may continue that course after the end of the semester but can only earn a "C" (and will still be expected to complete the upcoming, new semester coursework). Students enrolled in specialty courses that have non-WPSD teachers or that have additional fees will not be allowed time extensions (designated in green in the course description guide.)

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 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 *Stride K12 for elementary and Edgenuity for secondary,* which are aligned with Colorado State Academic Standards. Edgenuity offers a wide variety of secondary options, including AP readiness courses, and involves regular feedback from highly qualified certified teachers in each content area. The curriculum is managed through an online system and may include hands-on materials, writing assignments, video lessons, etc., depending on the course. The majority of secondary classes are monitored and taught by WPSD educators.

2. How can I find out more about Stride K12 and Edgenuity?

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

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

Stride K12 is used for the elementary curriculum. Edgenuity offers the core secondary curriculum (language arts, math, science, and social studies). Both systems offer 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 student completes all October count requirements.

Every student who enrolls may receive a WPSD Chromebook checked out for the year. Families agree to return the Chromebooks at the end of the school year (or earlier if the student exits the online program). It is highly recommended that you have the availability of a scanner and high-speed internet for best results. Eligible families may participate in the voucher program.

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

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While each child is different, students should expect to spend between 3 – 6 hours on schoolwork each day. Kindergarten through 3rd grade will spend 3-4 hours, 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. In 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 the 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 Edgenuity 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 up to 50% of the time working with their child. Both programs are designed as rigorous homeschooling curricula 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 the school calendar year. 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 log in 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?

Beth Woods and Lisa Wedhoff are our Online Liaisons and monitor student progress as well as problem solving any issues. Lisa Wedhoff is our Liaison for Online Programming for Secondary Students (Grades 6-12) and teaches in the Blended Learning Classroom at Woodland Park High School. Beth Woods serves as the liaison for Online Programming for Elementary Students (Grades K-5). They are responsible for helping parents and students get started, training on the software, communicating regularly 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. The secondary online team schedules on-campus hours through the Blended Learning Classroom for students needing additional support or structure and proctors all tests and exams required in the online program for middle school and high school students.

10. What is the Enrichment Academy?

Our Enrichment Academy is an opportunity for students who are homeschooled or participating in the online home program through WPSD 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-8 could attend one day a week at Summit Elementary with Mary Crade in Grades K-2, Lynn Zupans in Grades 3-4, and Barb Wieben in Grades 5-8. 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. 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.

12. What about GT Services?

Our District universally 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 gifted areas with goals and plans to meet those goals, and students may be given above grade level curriculum if qualified.

13. What choices do I have for K-8?
You could choose from any of the following options:

- ➢ WPSD Online Program (Grades K-12) 5 Classes to be full-time student
  - o Core classes: Language Arts, Math, Science, Social Studies
  - o *Minimum requirements for online: 4 online classes total, 3 of which are core classes*
  - o *Students must have at least 5 classes total to be considered full-time students (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)
  - o Please note – if you are currently enrolled in another district's online program are required to provide a letter regarding funding. Please see question #10.
  - o Enrichment Academy is offered at Summit Elementary.

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.

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 semester (secondary students) or the following year (elementary students). 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. [Please refer to the Woodland Park High School Student Handbook for more information.](#)

18. What are your expectations of parents?

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 Jervaise Pileggi (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 5th grade, textbooks and workbooks are provided. In grades 6-12, 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 in the WPSD Online Program or Enrichment Academy by contacting:
   - ✓ Beth Woods for elementary K-5 or email bwoods@wpsdk12.org
   - ✓ WPHS Counseling office for grades 9-12 (719-686-2074 or email smerson@wpsdk12.org)
   - ✓ WP School District Central Office during the summer (719-686-2012).

A completed enrollment packet includes:
   - District Registration Paperwork
   - WPSD Online Acknowledgement of Expectations Form, which outlines attendance, login requirements, testing requirements, etc.
   - WPSD Online Proof of Residency *(must be original copy, not faxed or emailed)* and completed prior to October 1, 2023; classes will not be ordered without this signed document
   - WPSD Online Computer & Internet Voucher Policy, where applicable
   - At the HS level, students must meet with their counselor to determine whether the online program is an appropriate placement for them.

22. Are there deadlines for enrolling?

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