

**School District of Spring Valley Virtual**  
**Learning Parent Handbook**  
*2024-25 School Year*



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# What is Spring Valley FLEX?

The Spring Valley FLEX program is designed to provide students and families in grades 6-12 with a hybrid/virtual educational experience. The program is designed to meet students' needs through a combination of virtual instruction and in person curricular, extracurricular, and experiential opportunities. The intent of this program is to provide multiple options for students:

- Give resident students not currently enrolled a way to join SDSV.
- Give current in-person SDSV students an option for short-term educational options.
- Remain competitive in the educational marketplace.
- Offer homeschooled students a pathway to a hybrid/virtual choice.

## Spring Valley FLEX Vision

To provide the flexibility of a virtual classroom with the strong social and community connections of an in person experience.

## Parent/Student Agreement

Parent(s) and student(s) agree to the following commitments:

- Enroll and/or maintain student's enrollment as a student of the School District of Spring Valley.
- When applicable, ensure your child actively participates in all virtual classes.
- Ensure your child completes all required coursework, assignments, and projects for virtual classes.
- When applicable, ensure your child is transported to and from all in-person curricular and experiential activities.
- At a minimum, students/families must participate in semi-annual conferences with SV Flex staff throughout the school year.
- Students must commit to taking all required state assessments as required by law or that are deemed necessary by the SV Flex.
- Students must make a commitment to spend just as many hours or more completing virtual coursework as they would spend completing coursework in a traditional setting
- The student and family must make a commitment to one full semester in virtual learning. At the end of the semester, a student can either return back to the school setting or continue with virtual learning for the remainder of the school year.

- A student failing or dropping courses after the deadline may be refused access to future virtual learning courses and return to in-person learning.
- Students should plan to spend approximately 1 hour per day on each semester-long class.
- Students and families will communicate and collaborate with the virtual teacher regarding content and questions related to the class via the Edmentum portal.
- Parents and students agree to the terms described in the [2024/2025 Student/Family Handbook](#)

## TECHNOLOGY

### *Device Policy & Acceptable Use Agreement:*

#### **Student & Parent Device Policy & Acceptable Use Agreement**

Spring Valley will loan a school Chromebook to students who are in need of a computer. The students/parents will be financially responsible for any repair of the laptop. We will attempt to make repairs remotely with our technology team. However, if the laptop is beyond remote repair, it will need to be returned to the tech team, and you will receive an invoice for the amount of the damage. If a student is charged for chromebook repair, **the invoice is expected to be paid in full within one month.** Please contact the office if it is necessary to make other payment arrangements.

Damaged or broken devices are the responsibility of the student and their parent/guardian. All fees associated with these devices will need to be paid to the Spring Valley School District. In the case that the chromebook needs to be fully replaced, the replacement cost of the device will be approximately \$500. Replacement devices must be purchased by the Spring Valley School District. Parents/Guardians and Students will also be responsible for the cost of returning the laptop to the Spring Valley School District office.

By borrowing a school chromebook and/or hotspot, we agree to the above and below statements:

- I (We) agree the school devices are to be used for school and educational purposes only.
- I (We) agree there will be no downloading of any program or software, unless authorized by school administration for class use.
- I (We) understand and agree we will be financially responsible for any physical damage, virus infection, lost, stolen, or missing chromebooks. We acknowledge and understand the chromebook replacement charge will be approximately \$300, cases \$20, and charging cords \$20.

- I (We) agree to follow all rules and provisions of the Spring Valley FLEX Program/Spring Valley School District Acceptable Use Policy. We understand the school chromebook/hotspot can be recalled at any time.
- I (We) understand and agree that any hardware or software is owned by Spring Valley FLEX Program/Spring Valley School District.
- I (We) understand and agree we will have a backup computer/internet source available and that it is our responsibility to make sure we are still able to log in to classes.
- I (We) understand we are responsible for the cost of returning the chromebook and/or hotspot to the Spring Valley High School office and that it needs to be packaged securely. We will provide the Spring Valley FLEX Program with the tracking number.
- I (We) understand that if we do not return the devices in a timely manner that the local police department will be contacting us for its return.

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Date

## Spring Valley Staff Agreement

SDSV Staff agree to the following commitments:

- SV Flex Coordinator will be the primary point of contact between home and school

# DAYS OF INSTRUCTION/INSTRUCTIONAL TIME

Our school year follows the Spring Valley District calendar, therefore; students have 172 teacher contact days. [2024-25 School Calendar](#). Typical hours of inst

## CREDITS

This section serves as a guide for students, parents, and educators on understanding the credit requirements necessary for successful completion of courses in a virtual learning environment. By familiarizing yourself with the information provided in this section, you can confidently navigate your academic journey and work towards meeting your educational goals and graduation requirements. Students are allowed to take a maximum of 8 credits per year. This may be any combination of regular and/or virtual/homeschool courses. Students enrolled at the high school are able to take one virtual class per semester.

### Understanding Credit:

Credits serve as a measure of academic achievement and are earned upon successful completion of coursework. In a virtual school setting, credits are awarded based on the mastery of course objectives and outcomes.

### Credit Requirements:

It is essential for students to familiarize themselves with the credit requirements established by Spring Valley FLEX Program to ensure timely progress towards graduation requirements.

### Credit Allocation:

Credits are allocated based on the completion of coursework and assessments. In a virtual setting students may have flexibility in pacing their learning, but it is essential to meet deadlines and requirements set forth by teachers to earn credits.

## TRANSFER CREDITS

Students wishing to transfer credits into the Spring Valley FLEX Program from home-based learning, another school district, or another virtual program should contact Mrs. Sharla Bauer, Spring Valley FLEX Program Coordinator at 715-778-5554.

Home-based credits go through a review process. To begin the process, students must provide documentation, which includes a copy of the DPI application for home-based education.

## GRADUATION REQUIREMENTS

The accumulation of credits is essential for meeting graduation requirements in Spring Valley FLEX Program. Students must fulfill the specified credit requirements, as well as any additional graduation requirements established by the virtual school.

## GRADUATION REQUIREMENTS & ACADEMIC STANDARDS

Please see the Spring Valley MS/HS school handbook for specific graduation requirements and academic standards.

- [Spring Valley Middle/High School Family Handbook](#) (See Page 13)

## Special Education

The Special Education program works with students that have identified special needs in academic areas. To qualify for this service, students must be referred for special testing and meet strict criteria. Special education teachers develop an individual educational plan (IEP) for each of these students with the help of parents/guardians and regular classroom teachers.

Spring Valley Flex follows policies and procedures in alignment with the School District of Spring Valley.

- Each individual student who has an IEP, will be screened prior to accepting into Spring Valley Flex, to determine if the student would be eligible for the program.
- The School District of Spring Valley, will follow the student's IEP and meet specially designed instructional minutes.

- Once accepted into Spring Valley Flex, the Director of Special Education will upload the students IEP to Edmentum, so Edmentum teachers can read and utilize the IEP.
- Once a student is in the Flex program, the student may work in conjunction with Edmentum and the Special Education of Spring Valley.
- [Special Education at Spring Valley](#)

## Section 504

- If students that have a 504 enroll in Spring Valley Flex, we will upload the students 504 plan on Edmentum.
- Spring Valley Flex will work with Edmentum to make sure that modifications and accommodations are being followed..
- The School District of Spring Valley does not discriminate on the basis of age, race, color, religion, sex, gender identity, sexual orientation, pregnancy, status as a parent, national origin, disability (physical or mental), family medical history or genetic information, political affiliation, or military service. Handicapped students (as provided for in Section 504 of the Rehabilitation Act of 1973) are identified, evaluated, and provided with appropriate educational services. The School Counselor is the first contact person for all 504 plans, to help provide planning, implementation, and monitoring.

## English Learners

- The district would need to follow the District's 342.62 policy
- [Policy 342.62](#)

## School Counselor

- Students should contact their School Counselor for academic counseling or guidance. Students may also contact their assigned teachers for assistance. The school's School Counselor will be available to all students for academic counseling and guidance Support



## District and State Level Assessments

Students enrolled in the Flex Program are required to participate in all district and state level assessments. Students will be required to come to the school campus for the following assessments:

- Literacy and Math Screeners: 2-3 times a year
- Wisconsin Forward Exam: Grades 3-8
- Pre-ACT: Grades 9 & 10
- ACT: Grade 11

These tests will provide useful information to parents and teachers on your child's academic progress. The performance of virtual students on the state mandated assessments will also be an integral part of assessing the success of our virtual program.

## Co-Curricular Activities

All virtual school students, full time or hybrid, are permitted to participate in Spring Valley School District Athletics/Activities. All students are resident district students and would be eligible to participate. Like traditional students, all student athletes must adhere to the [Spring Valley Co-Curricular Code of Conduct](#).

- [District Policy 370 Rule 1](#)

## Discipline Procedures

Violations to the Board of Education Policies, Student Handbook, or School Policies will be handled in a timely and fair manner. The Spring Valley Flex Program has specific academic and behavioral criteria that must be followed.

Students who violate regulations will face consequences in accordance with the student handbook, policies and procedures. Consequences could include removal from the Spring Valley Flex Program.

## Course Enrollment/Registration Procedure

Students will work with the program coordinator and counselor to develop a schedule that works best for them while meeting school and state graduation requirements. Students will choose

courses in person courses via the course description/master schedule and online classes via the [Edmentum online course catalog](#).

## Add/Drop Online Courses

Students will be allowed to add/drop any virtual class during the first week of the course. Classes must be approved by the program coordinator, school counselor, and administration. Exceptions will be considered due to extenuating circumstances.

## Grades & Grading Policy

Online teachers via Edmentum will grade all online classes. Students who conduct a blended approach will follow all in person learning processes for their in-person learning classes. The student will receive comments from the teacher on completed assignments. If available, the student and/or parent/guardian, or the administrator and/or school counselor will be able to check progress by accessing the online grade book. Following course completion, the teacher is responsible for turning in the grade report to the counseling center.

<b><u>Middle/High School</u></b>		
Each teacher is responsible to outline his/her grading procedure at the beginning of a course. Report cards are prepared and distributed after the conclusion of each nine week quarter. Semester exams are to be given in each class and may count up to 20% of the semester grade. High School credit toward a diploma is earned in eighteen-week semesters. Semester grades are calculated based on the two quarter grades along with the semester exam grade earned. Grade point values and 6-12 grading scale for report card letter grades are described as follows:		
A	4.00	92% +
A-	3.67	90-91%
B+	3.33	88-89%
B	3.00	82-87%
B-	2.67	80-81%
C+	2.33	78-79%
C	2.00	72-77%
C-	1.67	70-71%
D+	1.33	68-69%
D	1.00	62-67%
D-	.67	60-61%
F	0.00	Below 60%

I	Incomplete (0.00) *	
	W	Withdraw (0.00)
PAS	Pass (0.00)	
FAL	Fail (0.00)	
* Incompletes must be completed within two weeks of the end of the grading term or the grade reverts to the current grade in the gradebook.		

## School Activities

Students will be allowed to participate in traditional school activities (co-curricular or extracurricular). In order to be eligible to participate in athletics or co-curricular activities, the student must meet all requirements of the district Activities Code (for middle/high school only). District codes of conduct, dress, and activity codes pertain to virtual students in the same manner as traditional school students.

A quarter grade check will be conducted to satisfy the school district's co-curricular code.

## Online Attendance

Attendance in online programming is performance based. It is measured not only by logging into the course(s) but by successful submission of completed coursework, participation in course activities such as threaded discussions, communication with the online instructor and following the timeline for completion of the course.

The minimum attendance requirement is to successfully submit the minimum requested assignments for each online course every calendar week, except designated vacation weeks and/or to log-in to your classes daily. Any student not meeting adequate progress (as measured by the Edmentum on pace guide) may be contacted by the coordinator for corrective action. Not meeting the minimum attendance requirement for **any three weeks in a semester** for any course (or combination of courses if enrolled in more than one courses) is considered Habitual Truancy and is therefore in violation of Wisconsin's Compulsory Attendance Statutes 118.15 (1) (a) that require a child attend school regularly until graduation from high school, or until the end of the semester in which he/she turns 18 years of age, or until he/she is excused from attendance by the school board. The student and parent/guardian may be subject to school mentorship sanctions.

# Keys to Success In Virtual Courses

Students who are able to demonstrate the following may be more successful at virtual coursework:

- Schedule time each day to work on the course
- Read all information, view all resources, and be responsible for understanding the information.
- Communicate regularly with the online teacher and coordinator.
- Work closely with the school coordinator to plan appropriate course selection and to communicate needs.
- Notify the school coordinator when planning to be out of town for any period exceeding 2 school days.

## Virtual Students' Responsibilities:

- Complete all given assignments, quizzes and tests (varies by the course).
- Respond to email communication from virtual school staff within 48 hours of the time the message was received.
- Stay on pace - approximately 1 hour per day per online course.
- Schedule time each day to work on the course.
- Read all information, view all resources, and be responsible for understanding the information.
- Work closely with the SV Flex coordinator to plan appropriate course selection and to communicate needs.
- Notify the teacher when planning to be unavailable to work on coursework for any period of time exceeding three school days.
- A doctor's note is required for absences exceeding three consecutive school days.