



Student/Parent Handbook 2020-2021

WELCOME

Congratulations on choosing to become a part of one of the most innovative learning communities available to students! We are excited to have you join eSucceed Virtual School and are looking forward to observing the development of your full potential. Your success at eSucceed will be in direct proportion to your effort, application, and participation.

OVERVIEW

eSucceed was designed to meet both the present needs and future needs of students. We are an ever-changing school working in an ever-changing society. The intention of eSucceed is to give students a strong performance-based education closely related to real life experiences.

MISSION STATEMENT

eSucceed's mission is to ensure the academic and personal success of students in Grades K-12 by helping them develop behaviors and mindsets they need to achieve their goals through participation in an environment that is relevant, engaging, and reflects how people live, work, and become successful in today's world.

CONTACT INFORMATION

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STUDENT EXPECTATIONS

Work Completion: It is expected that students commit to completion of each online class and each project. Within the first 14 days of the course or project, if a student is not making adequate progress, the advisor, in cooperation with parents or personal/family coach, may remove the student from the course or project.

Attendance: Student attendance is measured by a daily log of their work, submission of assignments and activities, communication with the teacher and/or advisor, discussion threads,

and any other teacher directed activities and interaction with online lessons. If a student fails to be actively involved in a course and/or advisory for three consecutive days without cause and prior teacher communication, the student will be considered for termination.

Communication: Students must take the responsibility to contact the teacher when something is not understood and communicate with teachers/mentors in the following ways: emailing (including electronic submission of assignments), phone, calling/texting, in person (if applicable)

Coursework:

- ✓ Schedule time each day to work on the course or project. *Make sure you log in, so we know you are actively involved in the course.*
- ✓ Log on to the course or project daily.
- ✓ Complete the required assignments/tasks by the day they are due and in the recommended order.
- ✓ Respond to emails sent by the teacher or advisor. Communicate with the teacher and/or advisor daily via e-mail or by phone. Students who are unable to work on any given day, should notify the teacher and advisor.
- ✓ Read all course information. Directions for completing assignments are written into the course.

STUDENTS IN GRADES 9-12

POLICY OF ACADEMIC PROGRESSION

Students at eSucceed Virtual School are required to progress through the school’s curriculum in the following manner:

1. Students will complete a minimum of six credits per year to advance to the next grade level. Twenty-four (24) credits are required for graduation.
2. All full time students must make one presentation of a project and one exhibit of a project per year. (See detailed section on Project Presentation.)
3. Students will be required to complete time logs with a definition of work and time, or other approved methods for the purpose of validating daily attendance and work completion.
4. It is recommended that the student develops their time management skills by completing a weekly or daily planner.
5. To get credit for any project/activity/class, it must be proposed and accepted by the teacher/advisor, the project proposal team, and parent/guardian or responsible adult, if topic is of concern. Credit will be in jeopardy if the project is not proposed prior to the activity/project/class.
6. Projects must be validated in a timely manner.
7. Summer projects/ prior year projects must be validated by the end of the second month of the following school year or no credit will be issued; unless an extension has been approved by the proposal team.
8. Students will regularly show their teacher/advisor their progress, at daily meetings and possibly at quarterly field experiences.

PROJECT PROCESS

eSucceed uses a process for project-based learning that has been utilized for over 20 years in project-based schools. While learning is teacher directed, for the purpose of developing projects, students will take the following steps in developing project-based learning:

- ✓ Students write a proposal for the project, using an online project management program. This proposal, for either an individual project or a project with other students, can be written with a teacher/advisor or by students themselves.
- ✓ The teacher/advisor reviews the proposal and either accepts it or asks the student to revise it.
- ✓ Once approved by the parent and the teacher/advisor, the student will attend a proposal team meeting to make additional suggestions and/or to approve the proposal.
- ✓ When it has been approved, students will follow the steps they have outlined in their proposals. They will document the time and summarize their progress daily so their teacher/advisor can keep track of how their projects are progressing. They should also be prepared to regularly show teacher/advisor their notes, products, or other evidence of the work they have documented.
- ✓ When the student feels the project is complete, the student should gather time logs/evidence, product, bibliography, and reflection. The student shows all these items to their parents and teacher/advisor, who need to agree on the end of the project. Then the project is reviewed by the proposal team.
- ✓ At the project proposal meeting the student will present the project to the project proposal team, who will ask questions about learning, listen to the presentation, read the materials, and give the student credit for the project.

GRADUATION REQUIREMENTS

Graduation will occur at eSucceed upon the completion of the Wisconsin Academic Standards, a minimum of six project credits per year (Grades 9-12), and the Senior Project. Students graduating in Wisconsin need to complete the Wisconsin Student Assessment System (WSAS). Students who do not complete all of these tasks will not receive a diploma.

DPI Requirements include:

- 4 Credits Language Arts, including Writing Composition
- 3 Credits Mathematics
- 3 Credits Science
- 3 Credits Social Studies, including State and Local Government
- 1.5 Credits Physical Education
- 0.5 Credit Health
- Civics Requirement
- 8.5 Electives (Vocational, Foreign Language, Fine Arts, etc.)

ASSESSMENTS

eSucceed Virtual School does not feel that the entire measure of a student is based on standardized test scores. We have many areas we measure students' growth including, but not limited to: personal learning plans, life skills, engagement, belongingness, autonomy, goal orientation, satisfaction with eSucceed, project quality, and project completion. However, as a public charter school, we are required to give standardized tests for local and state use.

eSucceed Students participate in the following assessments:

- Wisconsin Student Assessment System includes:
Wisconsin Forward exam (10)
ACT Aspire (9/10)
ACT WorkKeys (11)
ACT Plus Writing (11)
- Civics Test and Career Inventory - These assessments are locally developed. eSucceed is required to collect documentation of students participating in a Civics test before graduation. The Career Inventory will be completed in their 9th grade year. Both are used to create Personal Learning Plans and Post-Secondary Plans for students.

Opting Out

If you wish to opt out your student from testing, please contact the District Assessment Coordinator, Dr. Michele Andorfer.

PROJECT EXHIBITS AND PRESENTATIONS

eSucceed focuses on helping students learn presentation skills. All students are required to present and exhibit once during each year. There will be online presentations and face-to-face presentations. Smaller groups can be arranged by the teacher/advisor if there are student concerns. The length of presentations will be individualized per student by the teacher/advisor and/or proposal team. Appropriate modifications to the requirement will be made by students who enter mid-year.

Student Exhibitions: Student exhibits involve setting up and preparing an exhibit for an audience, presenting the exhibit, and answering questions during the half-hour exhibition time.

Student Presentations: Students will present in front of a small audience by giving a presentation about a completed project. Time and credit projects will be determined by the advisor.

EARLY COLLEGE CREDIT PROGRAM (ECCP)

Students may wish to participate in the ECCP program in which a student would attend a post-secondary institution and take college credit. We recommend that students consider this option if they are highly motivated, are self-paced, and demonstrate appropriate social skills. In order for a student to receive credit toward graduation, the student will be required to obtain prior course

approval from the advising team, supply a transcript of courses, and conference with the advising team upon completion of their classes. Credit will be prorated based on the institution's credit practices. Books and materials provided to the student will become the property of eSucceed Virtual School following course completion.

It is the students' responsibility to turn their books to the proper site. ECCP institutions have various class availability, including online coursework and career and technical options for grades 10-12. Institutions also have specific requirements for acceptance, and transportation support for low income students. Prior to attending ECCP classes, eSucceed students must notify their teacher/advisor before March 30th of the previous school year. Students enrolled in eSucceed from consortium member districts will access ECCP courses through their home district.

EQUIPMENT CHECKOUT

Students wishing to borrow technology related equipment for use in completion of projects are required to use the technology form provided by their teacher/advisor. Students will be required to have a signed technology form in order to check materials out. Students and parents will be liable for damage to or loss of any equipment in their possession. Some equipment will need a teacher/advisor approval prior to checkout.

STUDENTS IN GRADES K-8

CURRICULUM / EDUCATIONAL MATERIALS

Students in grades K-8 will have access to a variety of curriculum and learning materials. Determination of the content will be based upon the Wisconsin standards for each grade level. Teachers will ensure that students are learning the necessary standards while providing a variety of materials and instructional practices. Students will work at times independently and at times in small groups. Students will have access to their teacher at regularly scheduled times and may schedule additional time with their teacher for individual tutoring.

ACADEMIC PROGRESS

Student progress is measured in a variety of ways. For primary students (K-2) students will participate in literacy and math screeners. Portfolios will be used to show progress and growth. Students in grades 3-8 will have both in-house assessments for math and literacy and participate in the required WI state assessments. They will also receive feedback on completed projects and online work analysis.

SUPPORT SYSTEMS

eSucceed Administration: The eSucceed Administrator serves as the supervisor of eSucceed faculty and provides leadership and direction for eSucceed. Autonomy and accountability of eSucceed will be sustained and controlled by the eSucceed Administration and Governance

board. Administration is available to support and provide guidance to parents and students as needed.

eSucceed Teacher: The eSucceed teacher is the local education guide for the student. Students are to communicate with the teacher through email, phone call, video conferencing or other forms of writing. It is the responsibility of the eSucceed teacher to improve learning by planned instruction, diagnose learning needs, prescribe content delivery through class activities, assess learning, evaluate the effects on instruction, assign grades, take attendance and provide educational feedback on the progress of the student to the parent and/or home mentor and administration. It is the expectation of the eSucceed teacher to respond to inquiries from students and parents within 24 hours of the first school day the inquiry was received.

Home Mentor: The Home Mentor is responsible for helping ensure successful learning in the home environment by assisting in keeping the student progressing at a pace that is meeting the individual student's needs. The Home Mentor must be at least 18 years of age and is encouraged to be a family member. However, another person may be assigned as the Home Mentor with the consent of the eSucceed Administrator and upon signing a release of confidential information for that student.

District Coaches: For students that are part of our consortium districts, another resource is a coach from the student's home district. The role of the district coach is to provide support and guidance with district requirements, special education students and state testing.

ASSESSMENTS

eSucceed does not feel the entire measure of a student is based on standardized test scores. We measure students' growth in several ways including, but not limited to, individual learning plans, portfolios, skills assessments, projects, etc. However, as a public charter school we are required to give standardized tests for local and state use and participate in the Wisconsin Student Assessment System which is designed to provide information about what students know in core academic areas and whether they can apply what they know.

STUDENTS OF ALL GRADE LEVELS

CODE OF STUDENT CONDUCT

The staff at eSucceed believes that all students have the right to discuss infractions related to their conduct. Students will have the option to participate in restorative solutions through dialogue and discussion or resort to the following traditional methods. Discipline will be different in an online school than in a more traditional school. Nevertheless, students will be meeting with others online, they will make agreements about meeting and work that may be cause for disciplinary action. Also, behavior on the internet (e.g. no inappropriate sites), behavior while involved in community projects, and behavior while on field experiences or presentation nights will be monitored and have potential consequences.

A student causing a rule infraction may be disciplined or dismissed on any of the following grounds:

1. willful violation of any reasonable school board regulation;

2. willful conduct that significantly disrupts the rights of others to an education;
3. willful conduct that endangers the pupil or other pupils, or surrounding persons, or the property of the school.

Student discipline problems will be dealt with on a case by case basis. Student discipline procedures may include but are not limited to: restorative circles, conferencing, removal from class/setting, police contact, suspension, exclusion, or expulsion.

Students may be disciplined for off campus conduct which disrupts, interferes, or otherwise affects the environment, activities, or operation of the school.

Eligibility for participation in extra-curricular activities may be limited by academic standing, disciplinary matters, or enrollment status. If you have questions about eligibility for participation contact a teacher/advisor. The bottom line is if you are not performing as a responsible young adult, you may lose privileges.

Teachers/staff may use reasonable force to restrain or correct a student.

Students who violate school rules and guidelines may be referred to the school judicial system where a committee of students and staff will rule on consequences depending on the severity of the offense. While meeting with others involved in school activities, students may be temporarily removed from the situation until the problem is dealt with.

CLOTHING STANDARDS

eSucceed encourages students to dress appropriately for school activities (online meetings, field experiences, community projects) and in keeping with community standards. Students and parents will abide by staff requests to alter clothing when it has a negative impact on the educational environment as determined by the staff.

It is not the intention of this policy to abridge the rights of students to express political, religious, philosophical, or similar opinions by wearing apparel on which such messages are stated. Such messages are acceptable as long as they are not lewd, vulgar, obscene, defamatory, or profane.

Students will be asked to turn shirts inside out or to cover up shirts determined by teacher/ advisor as inappropriate. If they should choose to wear such clothing a second time, they may face suspension.

DRUG OR ALCOHOL USE

If a staff member should have reasonable suspicion of use or possession of alcohol or other drugs, the student will be communicated with and the parents/guardians will be notified requesting that the student be removed from a school function immediately. Also, a ten-day suspension may be administered with the recommendation that a drug test (urine analysis) be administered (up to \$55 at the school's expense). A negative test would allow the student to return to school immediately. A positive test would result in a recommendation that the student undergo a county assessment, and to follow the recommendations of that assessment.

ANTI-BULLYING / CYBER BULLYING

eSucceed Virtual School strives to provide a safe, secure, and respectful learning environment for all students online and in person. Bullying has a harmful social, physical, psychological, and academic impact on bullies, victims, and bystanders. eSucceed will consistently and vigorously address bullying so that there is no disruption to the learning environment and learning process.

Definition of Bullying: Bullying is a 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 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; physical or mental ability or disability; and social, economic or family status.

Bullying behavior can be:

1. Physical (e.g. assault, hitting or punching, kicking, theft, threatening behavior)
2. Verbal (e.g. threatening or intimidating language, teasing or name-calling, racist remarks)
3. Indirect (e.g. spreading cruel rumors, intimidation through gestures, social exclusion and sending insulting messages or pictures by mobile phone or using the internet – also known as *cyber bullying*)

Bullying behavior is prohibited both online and on-site. Educational environments include, but are not limited to, every activity under school supervision.

Procedure for Reporting/Retaliation: All school staff members and school officials who observe or become aware of acts of bullying are required to report these acts to the school administration. Any other person, including a student who is either a victim of the bullying or is aware of the bullying or any other concerned individual is encouraged to report the conduct to the school administration. Reports of the bullying may be made verbally or in writing and may be made confidentially. All such reports, whether verbal or in writing, will be taken seriously and a clear account of the incident is to be documented. A written record of the report, including all pertinent details, will be made by the recipient of the report. The school official receiving the report of bullying shall immediately notify the school administrator who will investigate the report.

There shall be no retaliation against individuals making such reports. Individuals engaging in retaliatory behavior will be subject to disciplinary action.

Procedure for Investigating Reports of Bullying: An investigator of the bullying report shall, within one school day, interview the person(s) who are the victim(s) of the bullying and collect whatever information is necessary to determine the facts and the seriousness of the report. Parents and/or Guardians of each pupil involved in the bullying will be notified prior to the conclusion of the investigation. The school shall maintain the confidentiality of the report and any related pupil records to extent required by law.

Sanctions and Supports: If it is determined that students participated in bullying behavior or retaliated against anyone due to the reporting of bullying behavior, the School Administration and School board may take disciplinary action, including: suspension, expulsion, and/or referral

to law enforcement officials for possible legal action as appropriate. Pupil Services staff will also provide support for the identified victim(s) if deemed necessary.

ACADEMIC DISHONESTY, CHEATING, AND PLAGIARISM

Academic dishonesty, cheating, or plagiarism, either with or without the use of computers, is prohibited.

Plagiarism is different than cheating, especially in the high school grades when learning how to properly cite sources or references. Students will be taught how to avoid plagiarism and will be expected to follow all of the proper academic rules as instructed. Ignorance is not a valid excuse.

Dishonesty, cheating, and plagiarism is defined as:

- Copying or stealing another person's work and submitting as one's own
- Allowing another person to copy one's own work and submit as their own
- Doing another person's class work
- Creating more than one copy of one's work and allowing it to be used by someone else as their own
- Copying or stealing teacher's answer keys, test keys, teacher's edition texts
- Cheating or providing another person with the answers on tests or quizzes
- Altering any document already assessed
- Altering any records/grade book
- Selling stolen answers and/or material
- Improperly referencing work that is not one's own
- Any other method used in not being honest with the work one does.

Consequences may result in a "0" (zero) grade for any graded work including, but not limited to, daily assignments, quizzes, tests, and projects. Additionally, the teacher will contact the parents/guardians. The teacher will also notify the Director and record this as a behavioral referral.

ACCEPTABLE INTERNET USE

eSucceed Virtual School has developed a policy for students in accessing educational resources through the use of internet telecommunication resources, computers, and other technology.

The internet allows your child the opportunity to immediately reach out to people and information anywhere in the world. eSucceed Virtual School believes that the vast majority of the information on the internet has positive educational value. However, some of the content and forums available to students might be considered inappropriate.

Rules & Code of Ethics:

- The student, under NO circumstances, will share his or her password.
- The student will act honorably and, in a manner, consistent with ordinary ethical obligations.

- The student will not use the computer resources for non-academic activities.
- The student will not make unauthorized copies of software due to copyright laws.
- The student will respect the rights and privacy of other computer users.
- Be polite. Do not be abusive in any message to other people.
- Use appropriate language. Do not use profanity, obscene comments, sexually explicit material, and expressions of bigotry, racism, and hate. Illegal activities are strictly forbidden.
- Do not reveal personal address or telephone numbers of self or others.
- Do not use the network in such a way that you would disrupt the use of the network for others.
- Computer vandalism prohibited and is defined as any malicious attempt to harm or destroy electronic information, data, software, or hardware. Uploading or creation of computer viruses is considered computer vandalism.

STUDENT EMAIL

Student email will be available to students. Student will be allowed to use their email for class related projects and for communication with staff.