WELD CENTRAL ONLINE

WCOL

HANDBOOK

2018-2019

ADMISSION AND ENTRANCE

Weld Central Online (WCOL) is an online program to which any student may apply; however, not every student may be accepted. In order to ensure that WCOL is a good fit for both the school and the student, each student must complete and submit a written application to the WCOL Admission Committee.

Factors that are considered when a student applies are

- Is the student motivated to work independently and be responsible for his/her own work?
- Is the student academically prepared? Has he/she successfully completed middle school or grade-level coursework?
- Are the parents/guardians of the student supportive of the student in pursuit of online schooling?
- Does the student have access to appropriate computer technology and internet service outside of WCOL?
- Where does the student live? WCOL is limited to ten students not residing within the attendance boundaries of Weld RE-3J. WCOL will not accept students outside of the Weld RE-3J boundaries after October 1st.
- Does the student have transportation to and from WCHS for the required five hours per week?

Each student accepted into the program must register as a WCHS student, complete an Emergency Contact Information Sheet, sign the Acceptable Technology Use Policy and Computer Use Agreement, provide proof of residency within the RE-3J district, sign the WCOL Contract, and complete the WCOL Student Information form.

EXPECTATIONS

Weld Central OnLine provides a unique opportunity for students in grades 9-12 in Weld RE-3J School District to take responsibility for their own learning in an online program. The curriculum used by WCOL is a rigorous curriculum aligned with Common Core Standards.

Although the nature of an online program allows flexibility, students are encouraged to develop a set routine when approaching the online program. A routine helps students meet the required hours necessary to be successful in their courses. Some students may find that the minimum required hours easily allow them to be on target to complete their courses; while other students may find the minimum is not enough. Each student must recognize what it will take for him/her to successfully complete all courses and commit to that routine.

In addition to off-campus work, students will be required to be in physical attendance at WCHS for five hours each week.

All students choosing to participate in and who are accepted into WCOL are expected to be motivated to take charge of their own learning and work responsibly. In order for students to achieve, WCOL has high expectations of students in the areas of attendance, academic honesty, and internet use and behavior.

ATTENDANCE REQUIREMENTS

The Colorado Department of Education state that online students must spend at least 360 hours engaged in learning online each semester. WCOL expects all students to be engaged on line a minimum of four hours per class, per week, or twenty-eight hours per week total. As students work to develop a routine of working online, they will not only achieve more success, but also learn more content. WCOL has developed courses to not only meet academic standards of each content area, but also to be paced to take approximately fifty hours to complete.

Student hours will be tracked weekly by the program facilitator. If a student does not meet the required minimum twenty-eight hours per week and falls behind in progress, further enrollment in the program may be in jeopardy.

The program facilitator will contact parent(s)/guardian(s) a minimum of twice each semester to update them on the progress of their student.

- The first week a student does not meet the hourly work requirements and falls behind in his/her classes, the facilitator will email parent(s) and speak with the student to remind them of the program expectations.
- If during a second consecutive week, a student does not meet the hourly work requirements and falls behind in his/her classes, the facilitator will email parents and require the student to attend an additional five hours each week until he/she has caught up in the coursework.
- In the event that a student does not meet hourly requirements and falls behind for a third consecutive week, the parent(s), facilitator, and student will meet to determine a course of action to remedy the situation.
- Any further breach of the contract regarding time working on courses will result in the student's classes being disabled pending a meeting with the program director, who may refer the student to the truancy officer.

Five of the twenty-eight required hours each week are to be completed on the WCHS campus in the WCOL room. The student and his/her parent may choose a schedule for those five hours, within the available times, that work best for them. The hours need to be scheduled and consistent.   Available hours for on-site attendance are Monday through Thursday from 8:15 until 1:15 (a block of 5 hours/1 day a week)

Please note: Expelled students will not attend the on campus portion of the program and will complete all work off site.

The on-site hours give the student, facilitator, and teachers of record time to review progress and grades and discuss difficult materials or questions. This time will also be used for student testing, including Edgenuity, CMAS, PSAT, and SAT. (**Students may be required to attend additional hours to complete these district and state mandated assessments.)**

Students will need to provide their own transportation to and from WCHS. If a student has not otherwise lost bus privileges, he/she may ride the bus to WCHS but will need to provide his/her own transportation home.

WCOL students who drive are to park in the front parking lot and enter through the front doors of WCHS. Students **must sign in and out** at the front desk every time they come to the building. When students have finished working on site, they are to leave the building through the front doors. Students are not to be wandering the hallways or WCHS campus during the school day. If students are routinely found loitering on the WCHS campus, they will be removed from the program. Students enrolled in WCOL who are not expelled may participate in extra-curricular activities and all school events but may not socialize during school hours.

CODE OF CONDUCT

All students who have been accepted into WCOL are also students of WCHS and will be held to the same expectations of behavior and academic performance as students who are obtaining their education through the traditional model. School expectations of behavior and academic performance are outlined in the Student/Parent Handbook. To view the handbook, please visit http://wchs.re3j.com/

As WCHS students, all WCOL students will be allowed to participate in WCHS activities such as sports, clubs, performances, etc. according to CHSAA eligibility rules. Further, if a student wishes, he/she may take up to two regular classes in the building that are not offered as online courses (i.e. concurrent college courses, agriculture, woodworking, music, dance, art, etc.) Doing so will require daily attendance, so this may not be feasible for all students.

INTERNET USE

WCOL students have access to networked computers with internet while on campus. Online students are expected to provide their own computer and internet access while not on campus. In order for a student to gain access to the internet while on campus, he/she and a parent/guardian

must read and sign the Internet Acceptable User Agreement. This form will be available at the time of registration.

Students are responsible for good behavior on the school computer network. Unauthorized access to the system or any action that destroys the data of others or interferes with their usage of the system will be considered an act of vandalism and result in disciplinary action. Individuals who abuse the system or in any way harass other students or vandalize any equipment may also lose their computer privileges and/or be held financially liable for necessary repairs, replacement or restoration of data or equipment.

GRADUATION REQUIREMENTS

Students graduating from WCOL receive a WCHS diploma. There is no differentiation between the two; therefore, all students intending to graduate through the online program must meet the WCHS graduation requirements. For more information regarding these requirements, please see the handbook. (http://wchs.re3j.com/)

SUPPLIES

Please bring the following to each class:
- Headphones or earbuds
- A binder with paper or a notebook (Students will have access to eNotes in the Edgenuity program, but may also choose to take traditional notes.)
- A pen or pencil

You may also wish to bring
- Colored pens/pencils
- Your own laptop or tablet

EDGENUITY

The software used in WCOL is Edgenuity.

> *Edgenuity provides an online learning environment to support online and blended instruction. This new way of learning engages students with multimedia content and relevant, real-world assignments. It also offers students the scaffolds and tools they need to interact with content, while teachers have access to real-time data and reports to monitor students' progress and achievement. (Guide to Program Success, page 3. Edgenuity, Inc.)*
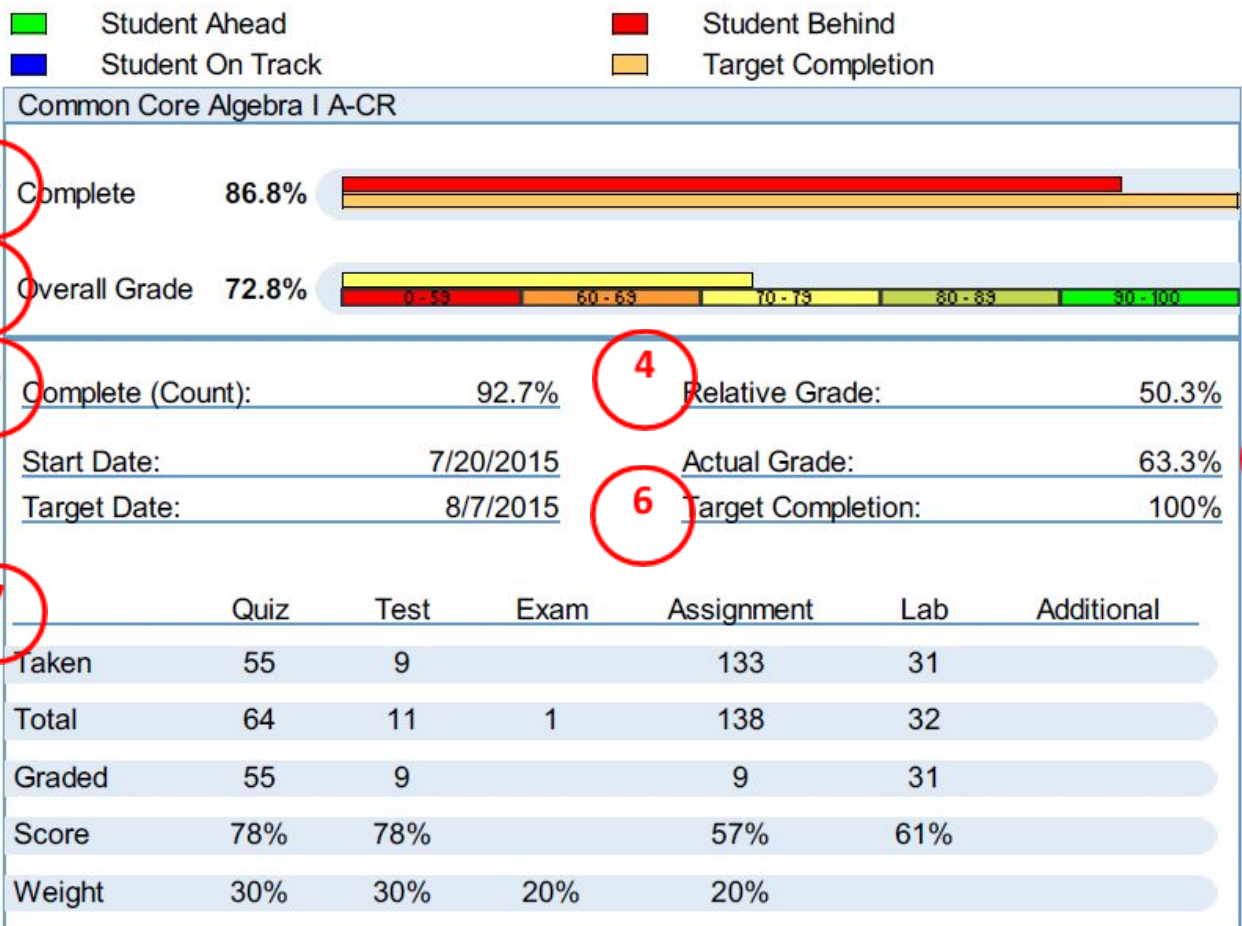
Edgenuity offers a variety of rigorous courses aligned to Common Core Standards.

GRADES

Grades will be entered into Infinite Campus weekly. The grade for each class can be found in the student's "Progress Report," listed as the "Relative Grade."

In the progress report example below, the student has completed 86.8% of the course. At this point, the student should have completed 100% of the course and is past the deadline to continue working. This means that the "Relative Grade" will be reported as the final grade. With the final exam from the grade table reported as a zero, the student's relative grade is drastically reduced from the overall grade to a failing grade at 50.3%.

Student Progress For First and Last Name

	Student Ahead			Student Behind
	Student On Track			Target Completion

Common Core Algebra I A-CR

1 Complete   86.8%

2 Overall Grade   72.8%   0 - 59   60 - 69   70 - 79   80 - 89   90 - 100

3 Complete (Count):	92.7%	**4** Relative Grade:	50.3%	**5**
Start Date:	7/20/2015	Actual Grade:	63.3%	
Target Date:	8/7/2015	**6** Target Completion:	100%	

7	Quiz	Test	Exam	Assignment	Lab	Additional
Taken	55	9		133	31	
Total	64	11	1	138	32	
Graded	55	9		9	31	
Score	78%	78%		57%	61%	
Weight	30%	30%	20%	20%		

1. **Complete:** This measure explains the total percentage of the course that a student has completed. By comparing the bars and using the color key at the top of the progress report,

students and parents can determine if the student is on pace to complete the course by the deadline or "Target Date."

2. **Overall Grade:** This is a measure of the student's performance on ONLY the content that he or she has completed.
3. **Complete (Count):** This is the percentage of assignments that have been completed.
4. **Relative Grade:** This determines the student's final course grade by considering the overall grade and factoring in 0% credit for any work in the course that is not complete.
5. **Actual Grade:** This percentage shows the student's current scores, taking into account whether or not adequate progress has been made. If the student is behind pace, the Actual Grade will be lower than the Overall Grade. If the student is ahead of pace, the Actual and Overall Grades should be the same. If a student is on pace, or in the blue range, the Actual Grade may still be lower. Since the pacing of the course allows students to be within a range, they can be "on pace" but still a little behind the targeted percentage, which then lowers their grades.
6. **Target Completion:** This is the percentage of the course content that the student should have finished on that particular date.
7. **Grade Table:** This table shows the number of quizzes, tests, assignments, and labs that are in the course. It also shows the number the student the student has completed and his or her average score. The final part of the table shows the weighting for each of the categories of assignments (i.e. quizzes, tests, assignments, labs, etc.).

CONTRACT

All students and a parent/guardian must sign and return a contract within the first week of attending WCOL.

Weld Central Online (WCOL) provides a unique opportunity for students in grades 9-12 in Weld RE-3J School District. All students who are accepted into Weld Central Online are expected to exhibit strengths in the areas of self-motivation, responsibility, academic honesty, problem solving, and computer literacy. The curriculum used by WCOL is rigorous and aligned with the Common Core Standards.

Because success in the online program takes a great deal of dedication, students' progress will be closely monitored, and failure to meet the minimum requirements will be immediately addressed. If a student does not meet the required minimum twenty-eight hours per week and falls behind in progress, further enrollment in the program may be in jeopardy.

The program facilitator will contact parent(s)/guardian(s) a minimum of twice each semester to update them on the progress of their student.

- The first week a student does not meet the hourly work requirements and falls behind in his/her classes, the facilitator will email parent(s) and speak with the student to remind them of the program expectations.
- Parents are required to attend Parent/Teacher conferences in the fall semester.
- If during a second consecutive week, a student does not meet the hourly work requirements and falls behind in his/her classes, the facilitator will email parents and require the student to attend an additional five hours each week until he/she has caught up in the coursework.
- In the event that a student does not meet hourly requirements and falls behind for a third consecutive week, the parent(s), facilitator, and student will meet to determine a course of action to remedy the situation.
- Any further breach of the contract regarding time working on courses will result in the student's classes being disabled pending a meeting with the program director, who may refer the student to the truancy officer.

As a student in the online program, I agree to the following statements. Please initial next to each.

_____ 1. I will work on my courses off-campus a minimum of twenty-eight hours every week.

_____ 2. I will attend WCHS five hours every week to complete tests, get help, and meet with content teachers and the program facilitator to discuss my progress.

_____ 3. I will provide my own transportation to and from WCHS. (If I have not otherwise lost the privilege, I may ride the school bus to school if my schedule begins 1st hour.)

_____ 4. I will not be on campus other than my scheduled five hours each week, unless a specific arrangement is made and explained within this contract.

_____ 5. I have access to the necessary computer technology and internet service to participate in the program, and if my computer or service should fail, I have a back-up plan.

_____ 6. I agree to follow the same behavior and academic rules as prescribed in the Weld Central High School Student/Parent Handbook. (http://wchs.re3j.com)

_____ 7. I agree to follow the Internet Acceptable User Agreement for Weld RE-3J School District. (http://wchs.re3j.com)

_____ 8. I have read the WCOL Handbook and agree to comply with the terms of the program.

As the parent of a WCOL student, I agree to the following statements. Please initial next to each.

_____ 1. I will provide the facilitator of the program an accurate email address and phone number.

_____ 2. I will check my student's progress a minimum of once weekly.

_____ 3. I will attend parent/teacher conferences. (See school calendar for specific dates.)

_____ 4. I will assure that my student has the necessary technology and supplies to be successful in the online program.

_____ 5. I will assure that my student has the necessary transportation to attend WCHS on his/her scheduled day(s).

_____ 6. If my student cannot attend on his/her scheduled day(s), I will call the facilitator as soon as possible to excuse the absence.

_____ 7. If extenuating circumstances prohibit my student from completing the required work, I will inform the facilitator of the situation and how it will be resolved.

_____ 8. I have read the WCOL Handbook and agree that my student will comply with the terms of the program.

_____   _____
Student's signature   Date

_____   _____
Parent's/Guardian's signature   Date

_____   _____
Facilitator's signature   Date

_____   _____
Administrator's signature   Date

COURSE OFFERINGS AND EQUIVALENCIES

Enrollment in the online program means that students will have access to classes and curriculum that are both aligned to and different from the offerings in the Weld Central High School.

STUDENT/PARENT INFORMATION

All students and parents/guardians must provide accurate contact information, including an e-mail address and phone number. Prior to enrolling in the online program, parents must provide this information and all applicable forms to the Shannon Humphrey in the counseling office.

IF YOU NEED …	THEN CONTACT …
Your logins or passwords Quizzes/Tests unlocked Information about Edgenuity Information about your courses	Ms. Neuberger
Assistance with course materials Assistance with course assignments Assistance with grading	Ms. Neuberger Content Area Teachers of Record
Assistance with technology Assistance with enrolling Assistance with your course of study/academic plan Answers to questions about credits/graduation	Ms. Neuberger Mrs. Dwyer Mr. Kennedy Ms. Kirchner, Mrs. Stemo
Questions from parents	Ms. Neuberger Mrs. Dwyer

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