



# **Wausau Area Virtual Education PARENT / STUDENT HANDBOOK**

**Empowering 21<sup>st</sup> Century Learners – Anytime, Anywhere**

## **ELEMENTARY- GRADES K-5**

The District does not discriminate on the basis of the Protected Classes of race, color, national origin, age, sex (including transgender status, change of sex, sexual orientation, or gender identity), pregnancy, creed or religion, genetic information, handicap or disability, marital status, citizenship status, veteran status, military service (as defined in 111.32, Wis. Stats.), ancestry, arrest record, conviction record, use or non-use of lawful products off the District's premises during non-working hours, declining to attend a meeting or to participate in any communication about religious matters or political matters, or any other characteristic protected by law in its practices.

**Compliance Officer:  
Tabatha Gundrum  
Director of Human Resources  
Wausau School District  
415 Seymour Street  
Wausau, WI 54402-0359  
715-261-0500**

# 2024-2025

## Parent / Student Handbook

### Table of Contents

**Welcome and Overview**  
**K-5 and 6-12 Programming**  
**Curriculum & Learning Pathways**  
**Local Resident Advantages**  
**Encore & Gifted & Talented (GT)**  
**Local Education Guide (LEG)**  
**Commitment to WAVE**  
**Communication**  
**Enrollment Procedures**  
**Enrollment for Out-of-District Students**  
**Students with Disabilities**  
**Teacher's Role**  
**Student Responsibilities**  
**K-5 Attendance**  
**Individualized Program Planning**  
**Assessments**  
**Grading**  
**Academic Integrity**  
**Academic Probation**  
**Continued Enrollment / Failure to Participate**  
**Independent Governance Council**  
**Parent Engagement**  
**WAVE Parent Network (WPN)**  
**School Technology**  
**Acceptable Computer Use**  
**Student Readiness**

## Welcome to Wausau Area Virtual Education (WAVE)

### Grades K-5

#### Overview

The Wausau School District is dedicated to offering students and families a variety of pathways and learning options to achieve our District mission *to Advance Student Learning, Achievement, and Success*. Wausau Area Virtual Education (WAVE) has been developed to provide opportunities for students and their families that are not dependent on the student being in the brick-and-mortar building.

Wausau Area Virtual Education enables the Wausau School District to provide online, personalized, and blended learning options for our students including:

- Virtual curriculum overseen by a WSD teacher
- Integrated curriculum from the District's brick-and-mortar offerings
- Opportunities for synchronous and asynchronous learning
- Opportunities for personalized learning pathways determined by the instructor
- Opportunities for remediation and enrichment with the goal of taking each student where he/she is at and moving them forward in their academic growth
- The ability for families to have flexibility in determining the pace/ place of learning
- The ability to add additional learning resources and opportunities to a student's learning path as determined by the instructor
- Opportunities for Social Engagement
  - planned outings and social events for students/ families

#### WAVE K-5 Curriculum & Learning Pathways

##### Online Curriculum

In order to provide high quality, standards-based curriculum, courses will be provided through the Wausau School District using vetted curriculum aligned to national and state standards. K-5 learners will utilize FlexPoint curriculum through WAVE's Learning Management platform, Buzz. Teachers will personalize the curriculum as deemed appropriate for each individual student. Students and parents will participate in an orientation prior to school starting to learn how to navigate the online curriculum and platform.

##### Additional Learning Opportunities and Personalization

The classroom teacher will incorporate additional or supplemental learning activities using Wausau School District curricular resources to customize and personalize each student's

individual learning pathway. The teacher will offer blended learning opportunities for students as needed. These optional learning experiences will allow students to attend face-to-face instruction at the WAVE campus.

### **Commitment to WAVE**

Families who enroll at WAVE are agreeing to commit to at least one semester of enrollment. If the decision is made that the student is better served in the brick-and-mortar environment, arrangements will be made to transfer the student to his/her resident school.

### **Student Readiness**

Students choosing to participate in courses through WAVE need to examine their personal skills and aptitudes for taking a class online. The following attributes will greatly contribute to a student's success:

1. **Self-motivation** - Students must be able to direct their own learning environment, fulfill course requirements, and achieve individual academic success.
2. **Independent learner** - The online environment enables students to learn at their own pace: traditional, extended, or accelerated -- relieving the stress of feeling rushed or pressured and providing enjoyment in the learning process.
3. **Computer literate** - Although it is not necessary to have advanced computer skills, students should possess a working knowledge of email, the Internet, and basic keyboarding and word processing skills.
4. **Time management** - Students, with their parents' or home helper's assistance, must be able to organize and plan their own best "time to learn." There is no one best time for everyone, but the key to learning is to commit the time to learn.

### **Student Responsibilities**

#### **Virtual Students:**

In order to be successful in the virtual classroom, the student should have a desire to learn, and an ability to work independently. In the youngest learners, increased parental support is an important component of the student's success.

#### **Time Engaged:**

On average, students should expect to spend 2-4 hours per day engaged in online learning activities. While parents have flexibility in determining when their children will engage in supervised learning, it is important that there is an agreed-upon plan shared with the classroom teacher.

#### **Homework:**

The student, with the support of his/her parents, will work through an online curriculum. The student will engage in various activities (both online and paper/pencil) which will be submitted

to the teacher. The teacher will remediate, assess, enrich, and work with parents to create personalized learning experiences.

Parents will ensure that homework is submitted to the classroom teacher. Homework will be in the form of online activities as well as paper/pencil work that can be submitted via the Learning Management System (LMS) Buzz or email. This homework will be one factor the classroom teacher uses to assess academic mastery of grade-level benchmarks.

### **Assessments:**

Students will be expected to participate in formative and summative assessments as well as state-required testing. Participation in both formative and summative assessments will help to determine mastery of grade-level benchmarks and to assist the classroom teacher in determining a personalized learning pathway for student achievement. State assessments (Forward Exam) will be administered in person. The parent is responsible for transportation to and from the testing site.

### **Parent Engagement**

WAVE strongly supports the role of the parent in the educational process of the students. In any online setting, the commitment of the parents to the educational process directly enhances the learning success of the student. Parents are a critical part of the support of their child as an online learner. As part of the elementary WAVE K-5 program, Parents/Guardians will be expected to take on a more robust role in their child's learning. Parent participation in the learning process should include:

- Maintaining regular communication with the classroom teacher
- Supervising the child while he/she works on lessons and completes activities
- Maintaining regular communication with the teacher and Local Education Guide
- Ensuring the child is spending adequate time on the courses in a structured setting each day (an average of 2-4 hours), and ensuring the child is progressing through the prescribed instructional activities
- Provide a quiet learning environment at home
- Create and enforce a schedule that includes time for homework each day
- Working collaboratively with the classroom instructor to ensure the child is making academic progress
- Advocating for your child by encouraging him/her to ask questions of the teacher and seeking additional help whenever necessary
- Following the procedures required for state and course assessments
- Providing transportation to the WAVE location at Longfellow Administration Center as needed
- Providing transportation to social outings and gatherings as needed (optional)
- providing transportation for blended learning and face-to-face instruction
- Ensuring homework is submitted on a timely basis

- Monitoring student attendance and engagement

### **WAVE K-5 Teacher's Role**

A certified, highly qualified Wausau School District teacher trained in best practices for virtual instruction will work directly with the student and his/her family in supporting- 1:1 instruction. The core of the student's curriculum will be delivered online, allowing flexibility for the family. The teacher and family will work together to personalize the learning experience as needed for each student. The teacher will provide feedback on work submitted, assess student progress, adjust and add learning activities to meet the individual needs of the student, and meet regularly with the student and his/her parents to assess progress and set goals.

### **Relationships:**

The teacher will work to forge meaningful relationships with the student and family. This relationship will form the foundation for all learning and interaction between the student and instructor. Strong relationships built on trust and mutual respect are the backbone of WAVE.

### **Local Education Guide (LEG) / Coach**

In addition to the classroom teacher serving as a direct link between the student and the school, the student will also have a coach to assist with technology and any other questions or concerns that may arise. The coach will provide support and encouragement and be a point of contact. Additionally, the coach will help to monitor attendance and engagement.

### **Weekly Meetings**

Students will have the opportunity to virtually meet with their teachers and peers for a variety of purposes.

### **1:1 Weekly Academic Conference Meetings**

1:1 weekly academic conference meetings occur virtually with the student, parent, and teacher in attendance. The teacher will work with families during weekly meetings to assess student progress and determine needed learning opportunities and resources. The student will be an active participant in these meetings.

Attendance at weekly academic conference meetings with the classroom teacher is required. Meetings will vary in length based on the individual needs of the student and family. Additional meetings may be scheduled as needed per teacher recommendation.

Based on student performance, 1:1 weekly academic conference meeting expectations will be adjusted and set by the teacher October - June to meet the needs of each student; this could be achieved in one of the following virtual formats:

- Continued 1:1 Meets with teacher, student, and parent
- Weekly student participation in academic Meets
- Weekly student participation in specialized, small-group instruction

### **Literacy Meets**

Because reading and literacy are such foundational skills, WAVE staff will support student development in these areas with the following process. The following requirements apply to **all** students in grades K-5:

1. If a student falls below the 30th percentile on fall district screeners in Language Arts, **they will be required to:**

- **attend a 40-minute Google Instructional Meet three times per week.**
- *If you choose to opt your child out of district screeners, then your child will be required to attend the reading groups so that teachers can gather data.*

2. Alternatively, if your child does not fall below the 30th percentile on the screener, they will be required to:

- Attend an alternative weekly meeting to be determined by you and your child's teacher.

### **Optional Meet Offerings**

Additional optional enrichment Meets are offered to continue to build the learning experience and sense of community for the child. Academic Meets offer students an opportunity to work with a teacher and their peers on academic-focused skills. Social Meets allow students to interact with a teacher and their peers in a setting designed to enhance social and emotional growth. Classroom Meets offer students time to strengthen connections with their peers and homeroom teacher as well as participate in the District Leader in Me curriculum.

### **Google Meet Behaviors and Expectations**

In order to maintain a productive learning environment for all, the following guidelines will be adhered to when students participate in Google Meets or other digital conferencing platforms for school.

- Unless there are special circumstances that the teacher has approved, students will leave their cameras on at all times.
  - Students should be mindful of their environment and ensure that they are participating in classroom Meets in a place that will not provide distraction to themselves or others.
  - Students will follow the [Wausau School District dress code](#) while engaging in virtual Meets.
- Students will use appropriate, academic language, and practice classroom decorum

- Students will demonstrate respect for teachers, classmates, and guests
- Students will follow class guidelines as established by the teacher regarding the use of microphones, i.e. leaving microphones off until called on.
- Students will follow the class guidelines as established by the teacher regarding the use of chat and other interactive features in the Meet.

### **Social Events**

WAVE values whole-child instruction. Monthly social events will be offered both virtually and in person to develop, maintain, and strengthen peer relationships. Social events may be purely social, while others may include learning activities. Parents are encouraged to assist in these events.

### **Communication/Grading**

Consistent and timely communication is a necessity for success in an online school. It is expected that communication to and from teachers/administrators/LEGS/parents and students is responded to in a timely manner (excluding weekends and holidays). Much of what happens in the online school is based on scope and sequence. Frequently, communication will be an important part of this process. Furthermore, it is important that questions are answered promptly to alleviate frustration and provide a productive and collaborative learning environment. Failure to comply with these expectations may be grounds for probation or dismissal.

The teacher will provide feedback on work submitted, communicate student progress with the family, and maintain a consistent and transparent record of achievement. This feedback will be used to enforce learning targets, remediate where necessary, and encourage continued success. This includes, but is not limited to, report cards and gradebook records. Students will receive semester report cards.

### **Local Resident Advantages**

Residents of the Wausau School District and surrounding communities have some advantages in attending WAVE versus other online programs. Living in the area of your online school allows for access to participation in extracurricular and co-curricular activities, school events, and the potential for in-person networking with a peer group.

### **Encore Classes & Gifted and Talented (GT) Programming**

Students who have transportation to their home school of residence can take up to two classes in person. These classes can be encore (PE, art, music, library, or Gifted & Talented resource). This schedule will be determined based on course availability and on the class sizes in the



brick-and-mortar school. Attendance in these courses will follow the brick-and-mortar guidelines for attendance.

### **Enrollment Procedures**

Students must complete an application for Wausau Area Virtual Education. This application can be accessed on WAVE's website: [www.wsdwave.org](http://www.wsdwave.org).

Students who are new to the district must also complete District registration materials.

### **Enrollment for Out-of-District Students**

Students who wish to open enroll to WAVE from outside the Wausau School District must follow the open enrollment procedures dictated by the [Department of Public Instruction \(DPI\)](#). All timelines must be adhered to as prescribed by the DPI.

### **Students with Disabilities**

Students with special education needs should contact the Director of Special Education, Wendy Cartledge, at 715-261-0532 to discuss current IEP placement and goals. These will help determine the proper placement for the student and identify the necessary accommodations needed to assist him/her in being successful in an online setting if that setting is deemed an appropriate placement. Having an IEP in place adds an extra step in the enrollment process as an IEP meeting must be held before enrollment to ensure that the services the student needs can be provided in this environment.

### **School Technology**

WAVE will provide computers and/or tablets for students to use throughout their enrollment at WAVE. Students are required to adhere to District guidelines regarding computer use. Families will have the opportunity to take out insurance policies on the devices that are loaned to the student.

### **Acceptable Computer Use**

Students are responsible for their behaviors and are expected to comply with Wausau School District Acceptable Use of Technology and Internet Safety – [TECHNOLOGY USE](#). Every parent and student will be asked to sign a form acknowledging their willingness to abide by this policy during the enrollment process.

### **WAVE K-5 Attendance / Continued Enrollment at WAVE / Academic Progress & Failure to Participate**

**Attendance in the virtual school is determined by the amount of time a child engages in online learning activities, staying on pace with the learning pathway determined by the classroom teacher, and making adequate academic progress as measured by the classroom teacher.** Students in WAVE must meet attendance requirements. Attendance in online programming is performance-based and measured not only by logging into the course(s) but also by successful submission of completed coursework, participation in course activities, such as threaded discussions, and communication with the online instructor. Students must be engaged with teacher expectations and working on the agreed-upon course of study each week. While there is some flexibility in the pace and place of this learning, the student must be to the agreed-upon pace marks weekly. If the decision is made that the student is better served in the brick-and-mortar environment, arrangements will be made to transfer the student to his/her resident school at the end of the current term.

**Because attendance is measured by logging in and completing work, a period of inactivity (not logging in to work, no assignment submission) for 5 school days may be viewed as 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(s) will be contacted and a face-to-face meeting will be scheduled with the student, parent, and principal to discuss options. The student may be dropped from WAVE and required to return to their home school of residence. This WAVE policy is reflected in the DPI guidelines below:

**Failure to Participate (Virtual Charter School) - DPI Guidelines**

*Whenever a pupil attending a virtual charter school fails to respond appropriately to a school assignment or directive from instructional staff within 5 school days, the virtual charter school must notify the pupil's parent or legal guardian.*

*The third time in the same semester that a pupil fails to respond appropriately to a school assignment or directive from instructional staff within 5 school days, the virtual charter school must also notify the nonresident district, the pupil's resident district and the DPI. The nonresident district may terminate the pupil's open enrollment. **[In the case of a resident student enrolled in the virtual charter, the student's home school will be notified and the student may be sent back to that school.]***

*If the pupil's parent notifies the virtual charter school in writing before the assignment or directive that the pupil will not be available to respond to the assignment or directive during a specified period, not to exceed a total of 10 days during a school year, the school days during*

*that period do not count against the 5 school days. The pupil must complete any assignments missed during that period.*

### **Planned Absences:**

Due to the inherent flexibility in virtual education, the parents and teacher can discuss weekly goals and attendance guidelines. If a student will be “offline” for an extended period (5+ days), this absence needs to be communicated with the school and a plan for the child to stay on pace with learning targets will be discussed with the teacher.

### **Academic Integrity Policy**

Wausau Area Virtual Education (WAVE) regards academic honesty as a cornerstone of its educational mission. It is expected that all work submitted for the purpose of meeting course requirements will represent the original efforts of the individual student. This includes but is not limited to, test taking, homework, math computation, class assignments, and the original creation of essays, compositions, poetry, term papers, and research.

All work submitted by a student should be a true reflection of that person’s effort and ability. If this is not the case, then the student has demonstrated unacceptable academic behavior and will be subject to disciplinary action. Administrators, teachers, students, and families are all important contributors to upholding academic integrity in the school learning community.

*Plagiarism* is defined as copying/stealing and passing off as one’s own the ideas or words of another, using someone else’s created production without crediting the source or committing literary theft. Examples include the following-

- Turning in a paper retrieved from an Internet source as one’s own
- Using another student’s work in whole or part and handing it in as one’s own
- Using information from an encyclopedia, book, textbook, website, database, etc., without citing the source
- Using another person’s idea, opinion, or theory without citing the source
- Using facts, statistics, graphs, drawings, pictures, images, sounds or other pieces of information which was found from any source that is not common knowledge, without citing the source
- Using quotations of another person’s actual spoken or written word without citing the source
- Paraphrasing (putting into your own words) another person’s unique ideas, spoken or written, without citing the source
- Submitting math calculations or answers to problems obtained from outside sources
- Submitting an AI-generated assignment when the teacher did not request AI use for that assignment

## **Academic Probation**

**Grades:** Maintaining passing grades is a requirement for all students enrolled in WAVE. It is especially important with the inherent flexibility online instruction provides that students are held to a high standard of academic rigor. Progress checks will be performed throughout the school year. If at any time it is determined that the student is not making adequate progress, a meeting will be called to discuss interventions and ways to help the student improve. If at the close of the semester, the student is unable to show adequate progress in a virtual setting, it will be determined that the student should return to his/her brick-and-mortar school of residence.

**Academic Integrity:** Students must abide by the Academic Integrity Policy. Failure to do so can result in Academic Probation or dismissal from WAVE.

**Attendance:** Students must be engaged with teacher expectations and working on the agreed upon course of study each week. While there is some flexibility in the pace and place of this learning, the student must be to the agreed upon pace marks weekly.

**Communication:** It is essential that emails and phone calls are answered or responded to within 24 hours (excluding weekends and holidays). Much of what happens in the online school is based on scope and sequence. Frequently, communication will be an important part of this process. Furthermore, it is important that questions are answered in a timely fashion to alleviate frustration and provide a productive and collaborative learning environment. Failure to comply with these expectations may be grounds for probation or dismissal.

**Course Work Completion:** Students are required to complete all **gradable and non-gradable** coursework as prescribed by the course and instructor. Students must complete all required assignments before earning course credit. Modifications can be made to course requirements when agreed upon by all stakeholders or through an IEP. Failure to keep up with course pacing can result in a student's dismissal from WAVE. Oftentimes, students will be asked to revise and resubmit work. This is part of the teaching and learning that happens in an online school. Assignments are considered complete when an instructor deems them so.

## **WAVE Independent Governance Council**

The Wausau Area Virtual Education (WAVE) Governance Council is empowered under the charter and authorization of the Wausau School District Board of Education to determine the

curriculum, content, staffing organization, calendar, budget, and operations of the charter school. If you are interested in participating, please notify the WAVE Principal for more details.

The WAVE Governance Council meets 7 times a year in September, October, November, January, February, April, and May and is composed of school administrators, community representatives, and WAVE parents. The WAVE Governance Council determines the overall direction of WAVE in regard to budget, staffing, content, marketing, and policies.

Parents who have ideas or concerns regarding the school are encouraged to contact a Governance Council member.

### **WAVE Parent Network (WPN)**

The purpose of the WAVE Parent Network (WPN) is to promote collaboration, strengthen relationships, and facilitate the unique learning pathway WAVE offers. Additionally, the WPN will advocate for and celebrate the successes of students, faculty, and our WAVE community.

*The Wausau School District does not discriminate on the basis of race, age, color, religion, national origin, ancestry, creed, pregnancy, marital status, parental status, sexual orientation, sex (including transgender status, change of sex or gender identity), or physical, mental, emotional, or learning disability (“Protected Classes”).*

### **Disclaimer:**

This handbook is designed to be a resource, and as such is a working document subject to revision.

*Adopted*

