2025-2026
ARISE VIRTUAL ACADEMY
Grades K-12 Student and Family Handbook

Achieving Results in Student Education

450 N. Crosby Ave
Janesville, WI 53548
608-743-6112

Veronica McMahon, Principal
Mark Holzman, Superintendent

ARISE Virtual Academy Information

General Office Phone Number 608-743-6112
Fax Number 608-741-7307

Office hours are 8:00 a.m. – 3:00 p.m., Monday – Friday

AVA Lab Hours	
K-6	**Grades K-6** will receive invitations to special instruction and technology enrichment times
7-8	**Tuesdays** **9:00 AM-2 PM**
9-12	**Wednesdays** **9:30 AM - 3 PM**

Don't hesitate to leave a voicemail message if someone is unable to answer the phone. We are committed to responding to all messages as quickly as possible. Please remember to leave your first and last name along with the phone number at which you wish to be reached.

ARISE Virtual Academy Administration and Staff: Contact Information

Office Administrative Team

Title	Name	Phone Number(s)	Email
Principal	Veronica McMahon	608-743-6129 608-751-1230 (cell)	vmcmahon@janesville.k12.wi.us
School Secretary	Tanya Schaaf	608-743-6112	tanya.schaaf@janesville.k12.wi.us

High School Team

Vocation	Name	Phone Number(s)	Email
Math Teacher/Mentor	Heather Bobzien	608-728-8367	heather.bobzien@janesville.k12.wi.us
English Teacher/Mentor	Stephanie Davis	608-743-6125	sldavis@janesville.k12.wi.us
Science Teacher/Mentor	Elliott Hagenbucher	608-743-6106	elliott.hagenbuche@janesville.k12.wi.us
Social Studies Teacher/Mentor	Michael Arnold	608-305-4511	michael.arnold@janesville.k12.wi.us

Health and PE Teacher	Gannon Rand	608-743-7200	gannon.rand@janesville.k12.wi.us
Elective Teacher/Mentor	Denise Wimann	608-743-6134	denise.wimann@janesville.k12.wi.us
Art K-12	Daniella Bezat	608-743-6136	daniela.bezat@janesville.k12.wi.us
Paraprofessional	Heather Bilke	608-371-9322	hbilke@janesville.k12.wi.us

Middle School Team

Vocation	Name	Phone Number(s)	Email
6th-grade Teacher/Mentor	Angie Benson	608-743-6110	angela.benson@janesville.k12.wi.us
7th & 8th-grade Teacher/Mentor	Kelly Mathews	608-743-6123	kelly.mathews@janesville.k12.wi.us
8th-grade Teacher/Mentor	Christina Schraedley	608-743-6133	christin.schraedley@janesville.k12.wi.us
Art K-12	Daniella Bezat	608-743-6136	daniela.bezat@janesville.k12.wi.us
Paraprofessional			

Elementary School Team

Vocation	Name	Phone Number(s)	Email
Kindergarten Teacher/Mentor	Angie Benson	608-743-6110	angela.benson@janesville.k12.wi.us
1st-grade Teacher/Mentor	Jade Loehe	608-531-8809	jade.loehe@janesville.k12.wi.us
2nd-grade Teacher/Mentor	Jade Loehe	608-531-8809	jade.loehe@janesville.k12.wi.us
3rd-grade Teacher/Mentor	Jade Loehe	608-531-8809	jade.loehe@janesville.k12.wi.us
4th-grade Teacher/Mentor	Angie Benson	608-743-6110	angela.benson@janesville.k12.wi.us

5th-grade Teacher/Mentor	Angie Benson	608-743-6110	angela.benson@janesville.k12.wi.us
ACT 20 Reading Interventionist	Jade Loehe	608-531-8809	jade.loehe@janesville.k12.wi.us
Art K-12	Daniella Bezat	608-743-6136	daniela.bezat@janesville.k12.wi.us
Paraprofessional			

Special Education Teacher

Vocation	Name	Phone Number(s)	Email
K-12 Special Education Teacher	Kristin Laumann	608-352-0833	kristin.laumann@janesville.k12.wi.us

Student Service Staff Member

Vocation	Name	Phone Number(s)	Email
School Counselor	Steve Deering	608-743-6128	steven.deering@janesville.k12.wi.us

Academic Learning Specialist

Vocation	Name	Phone Number(s)	Email
Academic Learning Specialist/Tech Specialist	John Schwank	608-774-6203	john.schwank@janesville.k12.wi.us

Contacting Teachers

Teachers will make contact with you by phone or email when you register for a class. You may email your teachers at any time or call during their office hours using their contact information.

Governing Board Members

Name	Represented Organization/Role	Email Address	Phone Number
Member			
Craig Schultz	Blackhawk Technical College, Board Member	cschultz31@blackhawk.edu	Office 608-757-6322
Dana Leikness	Southwest WI Workforce Development Board, Board Member	d.leikness@swwdb.org	Office: 608-314-3300 x307 Cell: 608-247-9522
Emily Matteson	UW-Whitewater, Board Member-President	mattesonEC07@uww.edu	608-758-4323
Kiva Gittings Graves	Humana, High School Parent, Board Member-Secretary	Kivagittingsgraves@icloud.com	608-751-5582
James Davidson	Shine Technologies Board Member	jamesdavidson@shinefusion.com	708-01-2253
Betsy Genz	Humana Board Member	genzba@gmail.com	608-712-5542
Nicole Rusch	Boys & Girls Club Board Member	nrusch@bgcjanesville.org;	608-755-0575

SDJ Board Members

The SDJ Board Members are elected to a 3-year term by the Janesville community during the Spring election cycle. Regularly scheduled meetings of the Board of Education are officially posted 24 hours or more before a meeting is held.

The meetings take place on specified Tuesday evenings beginning at 6:00 PM (unless otherwise posted). They meet in the Boardroom at the Educational Services Center, 527 S. Franklin Street in Janesville, Wisconsin. Email addresses for individual board members are found below. If you wish to email the entire board, please send your email to sdj-board@janesville.k12.wi.us.

PUBLIC NOTIFICATION OF STUDENT NONDISCRIMINATION POLICY

It is the policy of the School District of Janesville that no person be denied admission to any public school in the District or be denied participation in, be denied the benefits of, or be discriminated against in any curricular, extracurricular, pupil service, recreational or other program or activity because of the person's sex, race, color, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, gender identity or physical, mental, emotional or learning disability or handicap as required by state and federal laws.

Children of homeless individuals and unaccompanied homeless youth (youth not in the physical custody of a parent/guardian) residing in the District shall have equal access to the same free, appropriate public education, including comparable services, as provided to other children and youth who reside in the District. Homeless children and youth shall not be required to attend a separate school or program for homeless children and shall not be stigmatized by school personnel.

The District shall provide appropriate educational services or programs for students who have been identified as having a disability, regardless of the nature or severity of the disability. The District shall also provide for the reasonable accommodation of a student's sincerely held religious beliefs with regard to examinations and other academic requirements. Requests for religious accommodations shall be made in writing and approved by the building principal.

The District encourages informal resolution of complaints under this policy. A formal complaint resolution procedure is available, however, to address allegations of violations of the District's nondiscrimination policy.

Any questions concerning this policy should be directed to:

Student Services Department
School District of Janesville
527 S. Franklin Street
Janesville, WI 53548-4779
608-743-5070

Policy or rule violations will result in appropriate disciplinary action, including suspension and expulsion.

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Vision, Mission, and Overview

Vision Statement

The ARISE Virtual Academy will be known for offering the premier online education in the region. The ARISE Virtual Academy envisions a learning environment that expands the opportunities available for students whose needs can best be met with an online curriculum. By expanding student educational opportunities, we will:

- Build-learning communities through virtual connections
- Empower students to achieve new heights in education
- Meet the needs of a diverse student population

Mission Statement

ARISE Virtual Academy unites students, families, and educators in individualized learning for 21st-century success.

Overview

ARISE Virtual Academy is a K-12 school within the School District of Janesville that offers students a unique and flexible virtual learning environment. We are committed to preparing students for the future by providing diverse learning opportunities, including those focused on career readiness.

Every ARISE student is matched with a dedicated mentor who provides weekly support and guidance. To ensure a comprehensive learning experience, we offer live direct instruction for all grade levels. Our middle and high school instructors also host daily "open Google Meets," where students can get one-on-one support and extra help.

Student progress is measured through a familiar grading system, similar to that of traditional schools. Assignments are graded by ARISE teachers or automatically within the online courses.

Hours of Operation and Location

Hours of Operation
Office Hours: **Monday - Friday 8:00 am – 3:00 pm**
Lab Hours:

Grades K-6 will receive invitations to special instruction and technology enrichment times
Grades 7-8 Tuesday 9:00 am– 2:00 pm
Grades 9-12 Wednesday 9:30 am – 3:00 pm

ON NON SCHOOL DAYS THE LAB IS NOT OPEN

Location/Address
The home base for the ARISE Virtual Academy is Franklin Middle School. The address is 450 N. Crosby Avenue. You will need to **enter through the main doors at Franklin Middle School.**

Program Requirements

There are certain components of the ARISE Virtual Academy that require students to physically come into the ARISE Virtual Academy lab. For all mandatory attendance days, timely transportation to and from the AVA lab or school site must be provided by the parent/guardian.

Trial Period
New students, and those returning after withdrawing, are required to successfully complete a five-day trial period for acceptance into the ARISE Virtual Academy. Students must be on pace with all coursework at the trial's conclusion. This serves as an opportunity for both the student and the school to ensure the program is a good fit for a successful year.

Orientation
All new students must complete the orientation course.

Tests and Exams
Students may be required to take their tests and exams in the presence of a mentor at the AVA lab or proctored virtually during school hours.

Check-Ins
Students are required to respond to any emails sent by the virtual academy mentor.

Check Genius/Buzz and Emails Daily
Students are required to log in and check their Genius/Buzz account daily for announcements and or classwork. Students should also check their emails daily for correspondence from the AVA mentor. **All students are required to use their school district email.**

State/District Mandated Testing
Students are expected to participate in all district and state-mandated testing. District test dates are mandatory. Testing locations could be scheduled at the Virtual Academy labs or off-site.

Back on Target
Students who fall behind in their coursework may be required to attend in-person sessions at the Virtual Academy until they get back on target in their coursework.

Interventions
Students at all levels who are academically behind their peers may be required to attend both live lessons and intervention sessions. Elementary students on an ACT 20 Reading Plan or those not scoring proficient in reading and math on standardized tests are required to attend live lessons, guided reading groups, and all reading interventions to remain at ARISE.

Live Lessons
Participation and attendance in live lessons lead to student success in their courses. Students in grades K-12 are strongly encouraged to attend their class time/live lessons daily; however, intensive courses or courses with which students are struggling may lead to required attendance. For courses mandated by a student's IEP, attendance in live lessons is expected. Elementary students on an ACT 20 Reading Plan or those not scoring proficient in reading and math on standardized tests are required to attend live lessons, guided reading groups, and all reading interventions to remain at ARISE.

Academic Integrity
AVA requires the original work of all students and prohibits plagiarism of the work of others and cheating. Students shall be expected to properly cite the origin of work that is not the student's own. If work content, other than commonly known facts, is not properly cited, attributed, or credited, the work may be determined to be plagiarized. Violations of academic integrity will follow the AVA policies.

Pace
Students must follow the pacing guides for course modules as well as individual assignments. Students are expected to work on their courses on scheduled school days. Any student behind pace may be required to work on non school days to get back on pace if they do not meet their scheduled goal during the school week. Students who do not stay on pace may also be required to attend live lessons and/or attend the lab in person.

Students in grades K-5 will need to work with their parents/guardians to meet these expectations.
Students can continue working during holidays, breaks, and teacher professional development days as needed, however, teachers will not be available during those times.

2025-2026 ARISE Virtual Academy Calendar

Student Calendar		Staff Calendar	
Date	**Event**	**Date**	**Event**
		August 21-28	Teacher Prof Development Days
August 28 (Thur)	K-8 Ready Set Goal Conferences	August 28 (Thur)	K-8 Ready Set Goal Conferences / Work Day
August 29 (Fri)	Freshman (9th-grade) only First Day	August 29 (Fri)	Work Day
September 1 (Mon)	No School - Labor Day	September 1 (Mon)	No School - Labor Day
September 2 (Tues)	All Students First Day Of School	September 2 (Tues)	First Day of School
September 29 (Mon)	No School	September 29 (Mon)	Teacher Prof Development Day
October 22 (Wed)	School Day, Conferences 4-7pm	October 22 (Wed)	School Day, Conferences 4-7pm
October 23 (Thur)	No School - Conferences 8am-7pm	October 23 (Thur)	Conferences 8am-7pm
October 24 (Fri)	No School	October 24 (Fri)	No School - Break Day
October 31 (Fri)	End of 1st Quarter for 6-12	October 31 (Fri)	End of 1st Quarter for 6-12
November 3 (Mon)	No School	November 3 (Mon)	Prof Development/Teacher Work Day
November 21 (Fri)	End of 1st Trimester for P4J-5	November 21 (Fri)	End of 1st Trimester for P4J-5
November 26-28	No School, Thanksgiving Break	November 26-28	No School, Thanksgiving Break
December 20- Jan 4	No School, Winter Break	December 20- Jan 4	No School, Winter Break
January 5 (Mon)	School Resumes	January 5 (Mon)	School Resumes
January 19 (Mon)	No School - MLK Day	January 19 (Mon)	Prof Development/Teacher Work Day
January 23 (Fri)	No School - End of 2nd Quarter	January 23 (Fri)	End 2nd Quarter - Prof Development/Teacher Work Day
February 25 (Wed)	School Day, Conferences 4-7pm	February 25 (Wed)	School Day, Conferences 4-7pm
February 26 (Thurs)	No School – Conferences 8am-7pm	February 26 (Thurs)	Conferences 8am-7pm
February 27 (Fri)	No School	February 27 (Fri)	No School - Break Day
March 6 (Fri)	End of 2nd Trimester for P4J-5	March 6 (Fri)	End of 2nd Trimester for P4J-5
March 21 - 29	No School - Spring Break	March 21 - 29	No School - Spring Break
March 30 (Mon)	School Resumes	March 30 (Mon)	School Resumes
April 2 (Thurs)	End of 3rd Quarter for 6-12	April 2 (Thursi)	End of 3rd Quarter for 6-12
April 3 (Fri)	No School (Good Friday)	April 3 (Fri)	No School - Break Day (Good Friday)
April 6 (Mon)	No School	April 6 (Mon)	Prof Development/Teacher Work Day
May 25 (Mon)	No School, Memorial Day	May 25 (Mon)	No School, Memorial Day
June 10 (Wed)	Last Day of School (½ day)	June 10 (Wed)	Last Day of School ½ student day / ½ work day

School District of Janesville Policies

The following School District of Janesville Board of Education Policies and Administrative Rules do not apply to the School District of Janesville ARISE Virtual Academy.

Board Policy 6120 – School Day

This policy spells out the traditional school day. Students at the Virtual Academy will set their own schedules. Scheduled live lessons are sent to parents/students weekly and posted on the landing pages of each course.

Board Policy 6110 – School Year Calendar

This policy establishes the procedure for setting the school calendar. Students will complete courses independently and may take less or more time to complete than the required number of minutes for their grade level.

Board Policy 4225 – School Calendar

This policy establishes the school calendar and is consistent with the Wisconsin statutory requirements.

Board Policy 4221 and Administrative Rule 4221.1 – Staffing Allocation Guidelines

This policy and regulation of the School District of Janesville establishes minimum/maximum numbers of students for different instructional programs establishing high school level the minimum is 15:1 for upper-level courses (unless exceptions are allowed) and the maximum is 32:1 except for large group instruction classes. The ARISE Virtual Academy may operate outside the minimum/maximum.

Board Policy 6200 and Administrative Rule 6200.1 – Curriculum Development
Board Policy 6240 and Administrative Rule 6240.1 – Curriculum Guides
Board Policy 6250 and Administrative Rule 6250.1 – Curriculum Evaluation
Courses will be purchased through the Wisconsin eSchool Network Consortium or developed for the Academy. The ARISE Virtual Academy Board will approve new course offerings. A review of courses is done through the consortium.

Board Policy 6461 and Administrative Rule 6461.1 – Summer School
Current Board policy only allows credit for transitions or NCLB. We will offer students the opportunity to take courses during the summer.

Board Policy 6463 – Honors Program

Board Policy 6811 – Student Progress Reports to Parents
Requirements for parent contacts are more extensive at the Virtual Academy. Report Cards can be found in Infinite Campus.

Board Policy 6310 – Graduation Policy
Board Administrative Regulation 6310.2 – Early Graduation
This policy indicates a student must attend at least six semesters. Students at the Virtual Academy may graduate earlier.

Board Policy 5141 and Administrative Regulation 5141.1 - Attendance
This policy indicates a student must successfully be on pace and passing or students will be considered truant.

Policies that Specifically Apply

School Board Policies and Administrative Regulations that specifically relate to the ARISE Virtual Academy.

5122	Public School Choice Students
4110	Nondiscrimination
5020	Equal Education Opportunities
5230	Student Conduct
5500	Student Records
6722	Instructional Materials Copyright
6724	Technology-Assisted Instruction
5120	School Admissions
5123	Entrance from a Home-Based Private Educational Program
6450	Homebound Instruction
4273	Homebound Teachers
6230	Curriculum Adoption
6900	Assessment Programs

Learning Styles

There are as many learning styles as there are individuals. Think about your comfort level with independent learning. The teacher is not in the classroom. Can you wait for an answer by email or can you go on to the next section without anxiety? There are no students next to you to share notes or form study groups before a big test. Can you complete the online quiz without verbal exchange? Yes, you printed off the syllabus but can you find the Google document, or share/send an attachment? Are you willing to learn new strategies for being a successful distance learner or is your comfort level and learning style more suited to the classroom experience?

You can learn to deal with these issues of course, so just relax, stay calm, and understand that your instructor realizes you may have a certain amount of anxiety about this experience. He or she is willing to help you, as long as you are willing to step up to the plate, complete your work according to the class calendar, and make your concerns known in a timely fashion.

Time Management

You might not have to drive to school for your class, but will you wisely use the saved drive time to your advantage? Will you organize your time so you can follow the syllabus and submit your assignments as they are required? You are likely to find yourself devoting more time in hours or minutes to a distance learning course than you may have thought.

Prioritizing, Motivation and Commitment

Virtual learners are responsible for their learning and must take responsibility for being active learners, rather than passive learners. Understanding why you are taking the courses you chose will increase your motivation to stay on track and feel the true measure of your success. If you are taking this course because you heard online learning courses are “easy,” you are in for a frustrating experience. In fact, an online learning course can often be more challenging and time-consuming than its face-to-face equivalent. Your mentor can help you see combinations of courses and learning style demands that match your educational goals and help you create a balance that will enhance your learning experience.

Enrollment

Students in Kindergarten through grade 12 are eligible to enroll in the ARISE Virtual Academy. It is the expectation of AVA that all students enrolled participate for the full school year of approximately 180 school days.

Chromebooks and internet:

The district will issue a Chromebook to every student. To ensure all students can connect, a MiFi is available for those who lack internet access. Please contact our counselor, Steve Deering steven.deering@janesville.k12.wi.us , to arrange for a MiFi if you need this. Although the MiFi's speed is slower than typical home internet, it is adequate for accessing all online curriculum and class participation.

Full-Time Students

In high school, six and one-half (6.5) credits or more each year constitutes a full-time student.

Home School to Charter School

For those students enrolling from a home-based education program, Board Policy 5123 and 5123.1 Administrative Regulation will apply. If a student leaves the charter school to go to a homeschool situation, they need to reapply for homeschooling and follow the normal withdrawal procedure; otherwise, a letter will be sent to the parent regarding truancy.

Homebound

A homebound student may enter the ARISE Virtual Academy upon approval by the Student Services Department. If they are enrolled in the ARISE Virtual Academy they must make a commitment to complete the courses in which they enrolled. They may go back to Parker, Craig, Rock University, or Rock River High School at the end of the semester. Homebound students cannot be forced to participate in the Virtual Academy. A homebound mentor must be assigned through the Pupil Services Department.

Part-Time Students

If a full-time high school student is enrolled in the School District of Janesville they may take additional credits at the ARISE Virtual Academy.

- A primary enrolled Parker, Craig, and Rock University High School student may take up to four online classes with ARISE each year.
- Students wishing to take Early College Credit or Start College Now must enroll in the program through their primary enrolled high school.

Expulsion

If a student has been expelled from a public school, ARISE Virtual School may be utilized as a solution for providing instruction for said student. AVA reserves the right to deny enrollment depending on the nature of the misconduct that resulted in the student being expelled. All requests shall be made to the principal for grade levels requested and approved by the Director of Pupil Services.

Enrollment After the Start of the School Year or Semester

Students may enroll after the start of the school year or semester up until the point that enrollment is closed. The actual date on which enrollment closes is determined annually and is at the discretion of the school and/or the school district.

Students enrolling after the start of the year and mid-year are subject to all the same enrollment and course completion requirements as students who enroll prior to the start of the school year or semester.

Enrollment Limits

The ARISE Virtual Academy Board along with the School District of Janesville Board will determine enrollment numbers on an annual basis.

Age Requirement

A student may enroll through the semester of their 21st birthday in the ARISE Virtual Academy. A Special Education student may finish the academic year in which they become 21 years old.

Curriculum

The ARISE Virtual Academy provides numerous online curriculum options for students to choose from. The courses can be taken with either live, daily instruction or independently (depending on the course). Upon enrollment and registration, the AVA staff will help families to choose a curriculum that will best meet the needs of individual students.

The AVA curriculum aligns with local, state, or national standards. Courses will be selected by ability and grade equivalencies to meet the needs of the individual student. The approval and cost of the purchased curriculum are the responsibility of AVA and the School District of Janesville. If a curriculum or course change is requested, approval is required by the AVA teacher, counselor, and administrator.

Return of Materials

All AVA materials, including the Chromebook and charger are the property of the school. Upon leaving the school, all materials are to be returned to the school unless other permission is given by the administration to families to retain the material. Novels or other materials which can be reused shall be returned to AVA upon request, at the end of the term, or upon withdrawal from the school.

Retakes of Formative and Summative Academic Work

In general, it is left to the AVA teacher's discretion to allow student work to be resubmitted. Work submitted by a student to demonstrate improved learning on daily assignments and other formative academic work will generally be accepted with a replacement grade applied. AVA teachers may allow students to retake their summative assessments up to three times. The students who want to redo an assignment or test, need to ask their teacher for permission. The student will need to show their teacher that they spent more time on the lesson by showing their notes from the lesson to their teacher. If a student asks for their assignment/test to be reopened and they do not show any proof that they spent more time on the material, the teacher will not reopen the assignment/test. The third time a student requests to resubmit an assignment/test, they must meet with their teacher. The teacher will work with the student to clear up any misunderstandings. Pre-tests are designed to measure a student's prior knowledge before instruction begins. For this reason, **students will not be allowed to ask to retake pre-tests**. The results of these tests are used by instructors to guide and customize their teaching approach.

K-5

Students in Kindergarten through 5th grade will have access to innovative elementary courses. The curriculum provides real-life applications and activities, helping students develop independence as they progress through each lesson. In grades K-2, we will be supplementing our curriculum using Michael Heggerty Phonemic Awareness and with phonics instruction as needed. Students will participate in Michael Heggerty until they show mastery on the assessment. All elementary students will be encouraged to participate in guided reading groups. In addition to guided reading, all students will spend at least 20 minutes a day reading independently. Elementary students on an ACT 20 Reading Plan or those not scoring proficient in reading and math on standardized tests are required to attend live lessons, guided reading groups, and all reading interventions to remain at ARISE.

AVA uses Bridges Number Corner with kindergarten through fifth grade students. Number Corner is a comprehensive curriculum that is well-aligned to the Common Core Standards. The curriculum aligns to content standards and embeds mathematical practices in a way that is engaging, fun, and accessible for all students. Students explore mathematics with one another and with their teacher.

Middle School

The AVA middle school curriculum focuses on preparing students for high school and beyond with a curriculum that aligns with local, state, and national standards. Students participate in daily live lessons that allow for students to interact and engage with the curriculum at a deeper level. Live lessons give students the opportunity to interact with their peers and teacher in a real time setting. Additionally, focused literacy and mathematics instruction in small groups provides for greater understanding of the course content. In preparation for future coursework, students will develop note taking skills and test taking skills that will prepare them for high school.

High School

A 4-Year Education Plan that focuses on the needs of the individual student will be discussed with each student and parent. Students requesting individual courses that are available through the traditional school will not be given priority unless extenuating circumstances exist. Full-time students who choose to attend courses at Parker or Craig must attend their home school. Open enrollment students will be assigned based on their home addresses.

The curriculum will align with local, state, and national standards. Courses will be selected to meet the needs of each individual student. The cost of the purchased curriculum courses from various providers is the responsibility of the online charter school.

Curriculum Alignment and Assessment

All students are required to take all state and federally mandated tests. Full-time students will be required to participate in district level testing for pre/post data. AVA students will participate in all district/state testing. The purchased curriculum is aligned with the district standards and benchmarks. Completion of built-in assessments will verify that the student is proficient in the various competencies.

Students (Jr.-Sr.) who wish to take courses from the offerings at a post-secondary institution must meet the Early College Credit Program or Start College Now requirements.

Pace Chart

The pace chart can be found in each course assigned to the student. In addition, each student has a daily to-do list that is found on their Buzz homepage.

Assessments

Assessment Strategies

A. Critical thinking (essays, reports, reflective journals)
B. Problem solving (multimedia or text-based scenarios, web-based simulations, video conferencing)
C. Demonstrations (videoconferencing, verification by workplace mentor, site monitoring)
D. Self-management (journal, autobiography, portfolio, learning contract)
E. Information access/management such as Google.
F. Exams and quizzes (written exam with local proctors, quick feedback through multiple-choice, true/false, matching, short answer tests)
G. Designing (portfolios, projects using video or the Web)
H. Communicating (debate, role play, PowerPoint presentation, report, journal essay)
I. Teamwork and collaboration (e-mail, Google, or conferencing discussions/debates)

Advanced Placement (AP)

What is Advanced Placement?

The Advanced Placement Program (AP) is a cooperative educational endeavor between high schools, Blackhawk Technical College, colleges, or universities. It allows students to enroll in college-level courses while in high school and gives them the opportunity to show mastery by taking an AP exam.

AP Exams

AP exams are given during the month of May. Every student takes the same exam at the same time. Each exam consists of two sections. The first section is made up of multiple-choice questions. The other section consists of free-response questions in various formats: essays, digitally recorded responses, analysis of historical documents, extended problem solving, etc.

AP Grades

The AP grading scale is as follows:

5 Extremely well qualified

4 Well qualified

3 Qualified

2 Possibly qualified

1 No recommendation

Students will receive their grade report in July. Most technical colleges, colleges, and universities accept AP scores of 3 or above.

Benefits of AP

Students may receive credit, advanced placement, or both at most colleges and universities. The amount of credit received varies on the college, AP score, and the subject. Some colleges grant up to six college credits for a score of 5. Students are also able to move into a higher-level class at college as a freshman. This not only translates into time saved but also financial savings for each credit earned while in high school. It is possible for a student to take enough AP exams to enter college as a sophomore standing.

Cost of AP Exams

Students do have to pay for each exam taken. The cost is approximately $96 per exam. Students who are eligible to participate in the Federal Free or Reduced-Price Lunch Program will receive a waiver for the exam fee.

Youth Apprenticeship

The Wisconsin Youth Apprenticeship (YA) program is a state-wide initiative for high school juniors and seniors that integrate school-based and work-based learning to instruct students in employability and occupational skills. In this program, students are enrolled in academic classes to fulfill high school graduation requirements in addition to 2-4 semesters of technical courses, of which can be offered at the local high school, work site, or Blackhawk Technical College. The last component of the YA program is a paid, work experience in the student's chosen industry under the guidance of a skilled mentor. A Certificate of Proficiency in the specific program area will be earned if the identified business/industry competencies are completed to the proficiency level identified by the Governor's Work-based Learning Board (GWBLB). Youth Apprenticeship programs available in Janesville are

- Agriculture Food and Natural Resources
- Architectural Drafting and Design
- Arts, A/V Technology and Communication
- Health Science
- Hospitality, Lodging and Tourism
- Information Technology
- Marketing
- Science, Technology, Engineering and Math
- Transportation, Distribution and Logistics

Honor Programs

The Board of Education of the School District of ARISE Virtual Academy believes that the scholastic achievement of students should be recognized. In an effort to recognize student achievement, an honor roll shall be maintained. Full-time students will be eligible for the school's honor roll under the following grade-point average guideline; Cumulative GPA 4.00-3.75 Academic Excellence GPA 3.74-3.50 High Honors Cumulative GPA 3.49-3.25 Honors. The honor roll will be based on a grade-point average from the entire school year for full-time students. The honor roll shall be posted in the school building and published in the official school district newspaper after June 15th. *(Aligned to School District of Janesville Board Policy 6463)*

CROSS REF: Board Policy 6810

Wisconsin Academic Excellence Scholarship

The State of Wisconsin awards an Academic Excellence Scholarship to each high school's top students, if they attend a Wisconsin state public or private college or a technical college.

The ARISE Virtual Academy may nominate one person to go into the pool of schools serving under 80 students. All of the schools with less than 80 students have to go into a pool to compete for 10 scholarships. Verification that the school is certified by the Department of Public Instruction is required. The nomination forms go out in late January and are due back on March 1st.

The nomination will be determined based on cumulative grade point average (GPA) earned through the first semester of the senior year to comply with state statutes.

In the event of a GPA tie, the following criteria will be followed:

1. The total number of honors courses.
2. The total number of AP courses.
3. Composite ACT score.
4. If a fourth tiebreaker is needed a random selection process, established by the Principal will be considered.

Other Scholarships

Scholarships specific to Parker and Craig full-time students are not available to ARISE Virtual Academy students. Students must be in attendance at Parker or Craig their senior year in order to compete for these scholarships. Virtual Academy students may, however, access financial aid and scholarships available through colleges and universities, and other sources.

Admission and Entrance Requirements

Step #1: Student and parent/guardian read the online course requirements and policies on the website and determine if the student is interested in participating in the Virtual Academy.

Step #2: The student and family complete the online application on the ARISE Virtual Academy website.

Step #3: The application will be reviewed by the Principal. The Principal will set up an orientation with the student and parent/guardian to review information about the Virtual Academy. The student will successfully complete the Student Skills course in Genius/Buzz.

The student and parent contracts have been discussed and it is the participants responsibility to complete the contracts.

Elementary Student Contract

6-12 Student Contract Spanish Version

Parent/Guardian Contract

The student/parent receives their usernames and passwords and signs into Genius.

The student must complete the orientation course within 24 hours. If after the orientation is complete, the student still determines the Virtual Academy is the best fit

for them, the counselor/registrar will enroll them in online course(s) as determined by the Mentor/Online Teacher.

Step #4: The trial period for the student begins.

Step #5: The teacher emails a "welcome note" to the student and invites them to their live and open Google Meets via Google calendar.

Step #6: Students wishing to transfer from AVA must make that decision by the posted deadline. The Teacher/Mentor determines if the student will be successful in the online course within five school days into the course. Open Enrollment Students will have a-trial period of five school days. It is the responsibility of the students to notify their teacher in writing that they are dropping the course within 14 days. If this is not done and the student does not successfully complete the course, the student will receive an "F" on his/her transcript. If a student has not received an "F" they may pick up another course once the other course has been dropped.

Step#7: Once the student has successfully completed the orientation/trial period then the enrollment office will be notified of the student's enrollment to the ARISE Virtual Academy.

Note: All placements are contingent upon space and finances being available.

Academic Warnings

Discipline Procedures (Refer to Board Policy 5230 & Administrative Regulation 5230.1)

1. All School District of Janesville Board Policies apply.
2. Any on-campus online school activities are governed by policies and rules in Elementary, Middle, and High School student handbooks.
3. A student may drop or AVA may drop a student from a course any time during the first 14 days without penalty. Withdrawal from the course after the 14-day grace period will result in an 'F' on the student's transcript.
4. All assigned work needs to be completed according to the due dates on the student's Pace Chart.
5. The student must maintain a passing grade.

Habitual Truant

Habitual Truant means a pupil who is absent from school without an acceptable excuse for part of all of 5 or more days on which school is held during a semester. (Department of Public Instruction)

Truancy means any absence of part of all of one or more days from school during which the school attendance officer, principal or teacher has not been notified of the legal cause of such absence by the parent or guardian of the absent pupil, and also means intermittent attendance carried on for the purpose of defeating the intent of the compulsory school attendance law. (Department of Public Instruction)

Failure to Participate Definition

Failure to Participate means a student has not taken part in the requirements and/or assignments in their courses.

Consequences for Failure to Participate

Failure to Participate Progression

Warning: 5 missing assignments
When a student reaches 5 missing assignments, contact is made with the parent or guardian. This will include an email and may include a text or phone call.

Failure to Participate 1: 10 missing assignments
When a student reaches 10 missing assignments, the student receives a behavior referral, and the parent or guardian is informed.

Failure to Participate 2: 15 missing assignments
When a student reaches 15 missing assignments, the student receives a behavior referral, a parent or guardian is informed and required to meet with the principal and instructional team to develop a plan.

Failure to Participate 3: 20 missing assignments and/or failure to follow your plan from FTP2 Meeting or 50% or more courses Fs =FTP
When a student reaches 20 missing assignments, the student receives a behavior referral, a parent or guardian is informed, a home visit is conducted, and the school resource officer is notified. If adequate progress has not been made after one week, the officer may issue a truancy citation.

Failure to Participate 4: 30 missing assignments and/or failure to follow your plan or *50% or more courses Fs =FTP
When a student reaches 30 missing assignments, the parent or guardian is notified that the student can no longer stay at ARISE and will be removed at the end of the current semester.

***Students will return to Warning/Failure to Participate 1 once they get back On Pace and Passing.**

Open Enrollment Virtual School Failure to Participate

Whenever a student attending a virtual charter school fails to respond appropriately to a school assignment or directive from instructional staff within five (5) school days, the governing body or designee of the virtual charter school shall notify the student's parent/guardian. The third time in the same semester that a student attending a virtual charter school fails to respond appropriately to a school assignment or directive from instructional staff within five (5) school days, the governing body of the virtual charter school shall also notify the school board that

contracted for the establishment of the virtual charter school, the school board of the student's resident school district and the Wisconsin Department of Public Instruction.

The school board that contracted for the establishment of the virtual charter school may transfer the student to his/her resident school district. If the school board transfers a student, it shall notify the student's parent/guardian and the Wisconsin Department of Public Instruction.

If the parent/guardian of a student attending a virtual charter school notifies the virtual charter school in writing before a school assignment or directive is given that the student will not be available to respond to the assignment or directive during a specified period, the school days during that period do not count as a failure to respond appropriately. The virtual charter school shall require the student to complete any assignment(s) missed during the parent-approved absence period. A parent can approve no more than ten (10) school days in a school year for an absence.

The parent/guardian of a student transferred to the student's resident school district under this policy may appeal the transfer to the Wisconsin Department of Public Instruction within thirty (30) days after receipt of the notice of transfer. The Wisconsin Department of Public Instruction shall affirm the school board's decision unless the Department finds that the decision was arbitrary or unreasonable.

Accidental Damage or Infraction of Use

If something is not working on the district Chromebook, report it immediately to the local mentor and complete a helpdesk ticket using the single sign-on button. If you receive any inappropriate information via e-mail or from the Internet, please report to the student's mentor immediately in order to maintain access to the equipment and Internet.

If using School District of Janesville equipment, the following also applies:

Termination of Access
Progress on coursework is a necessity to continue access to equipment and Internet service. If a student is withdrawn from a course, the School District equipment must be returned immediately or prosecution may result.

Individualized Education Programs (IEPs) and 504 Plans

For students with disabilities wishing to enroll in the district's Web-based and online program who have current IEP or Section 504 plans, the district shall convene IEP team or Section 504 committee meetings respectively, and such meetings shall include persons from their prior educational placement and carefully consider data from various sources to reevaluate their needs specifically with respect to participation in the Web-based and online program. However, there are some programs and services which cannot be satisfactorily provided in a virtual setting. If the reevaluation determines that with appropriate and individualized accommodations, modifications, aids, and/or services, including parent training and orientation, the program is appropriate for the student to receive Free Appropriate Public Education (FAPE) in light of their unique needs, then the IEP or Section 504 plan will be reviewed to include the services, aids, supports, accommodations, and modifications that will be required in order for the IEP to be reasonably calculated to confer educational benefit in the Web-based and online program. After re-evaluation, it may be determined that based on some students' unique needs,

the Web-based and online program is not appropriate to confer FAPE, even with the provision of appropriate and individualized accommodations, modifications, aids, and/or services. Such a determination may be made in the initial process, or after the students have participated in the program for some time. Moreover, such a determination is subject to the parents' rights and procedural safeguards under the IDEA and Section 504 respectively.

Attendance Requirements

The ARISE Virtual Academy is designed and intended to be a virtual learning environment. Instruction is primarily computer-based. Therefore, students can work anywhere there is an Internet connection.

In accordance with state law, all children between six (6) and eighteen (18) years of age must attend school full-time until the end of the term, quarter, or semester in which they become eighteen (18) years of age, unless they have a legal excuse, fall under one of the exceptions in the state statutes, or have graduated from high school.

Attendance at AVA is performance-based. It is measured not only by logging on to the computer, but by successful assignment completion and submission, participation in course activities such as threaded discussions, and communication with online teacher(s).

As a public school we are responsible for creating and maintaining attendance records for students. At our school, we define attendance as the following:

- A student attending live lessons or open meets
- A student attending in-person
- A student receiving and responding to communication from a teacher
- A student completing an assignment
- A student participating in daily lessons/logging into Buzz

At the Failure to Participate #2 conference, families will be informed that their student needs to meet the goal set in their individualized plan or complete at minimum one of the above requirements each school day to be marked as present for that school day.

Students who do not meet these minimum attendance requirements for any course (or combination of courses if enrolled in more than one course) for part or all of 5 or more days in which school is held, without an acceptable excuse, are considered habitually truant and, therefore, in violation of Wisconsin's Compulsory Attendance Law. Wis. Stat. § 118.15 (1) (a). The law requires that 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.

(Aligned to School District of Janesville Board Policy and Administrative Regulation 5141.1)

- Students must attend all mandatory days in order to be marked present for that day regardless of whether the student is on target or not. This includes any mandatory days set by the ARISE Virtual Academy mentors either in person or by Google Meet, as well as test dates set by the state or by the school. Students who do not attend a mandatory testing session, such as the Wisconsin Forward Exam, will be marked absent and given a Failure to Participate letter which will be considered a truancy letter. Four truancy letters within one semester result in a student being removed from the Virtual Academy.
- All excuses for absences should be turned into the AVA office and mentor/teacher.
- **Planned Absences:** Per School Board Policy 5141.1, parents may excuse their child for up to 10 days in a school year, including family trips. When at all possible, family trips should be planned so as not to interfere with a student's school attendance and education. The student and/or parent shall initiate make-up arrangements for excused absences before the planned absence.
- *REF: State Statute 115.29(4)*
  State Statute 118.14; 118.15; 118.16; 118.162
  State Statute 946.18

Attempts Policy - Quizzes, Topic (Unit) Tests, & Final Exams

Students will be allowed a maximum of three attempts on tests and final exams. All attempts must be activated by the teacher. Students must sign up with their teacher/mentor for final exams that need to be proctored.

When a student fails a quiz or test and the maximum number of retakes have been reached, the student will receive the **highest earned score** they made on that particular assessment. In the case of a final exam, if a student fails the final three times, they would fail the course and receive an F for the course.

Completion of Courses

Courses at ARISE Virtual Academy are made up of lessons, which are grouped into modules. Within each module are quizzes and other smaller assessments. At the end of each module, there is a module assessment, which covers the entire module. At the end of each semester of a course, the segment exam serves as a final exam (Grades 6-12 only). **All required lessons, assessments, and Discussion-Based Assessments (DBAs) must be completed for a course to be considered complete.**

Student mastery of the course material is the goal of AVA. Therefore, as the student moves through the course, teachers may exercise the option below as needed to ensure students have mastered the course material.This option is intended to help the student understand the material and therefore arrive at the end of the course with a passing grade. Based on individual class policies, the teacher may allow the student to retake an assessment after the teacher and/or parent/guardian have worked with the student on mastering the material.

The purpose of the segment exam is to assist in validating that students have demonstrated mastery of key course concepts and standards.

AVA may, at its discretion, require a proctored segment exam for any student on a situational basis. Academic Integrity proctored exams must be successfully passed (grade of 60 percent or higher) on the first attempt in order for a student to be eligible for course credit.

Consistent submission of assessments will ensure the student is engaged and learning. This policy provides students the opportunity to receive ongoing feedback and remediation while demonstrating their learning through several required checkpoints.

As a means of ensuring comprehension and integrity, each course contains built-in assignments that are designated to be completed verbally, during a discussion between the teacher and student. A student who does not complete the DBAs in his/her course will fail the course and be ineligible for course credit.

Students who elect to complete an honors/advanced course, where available, commit to completing and passing all honors/advanced assessments in the course. Students who do not complete and pass (score of 60 percent or higher) all honors/advanced assessments in the course will not be completed with honors/advanced credit for the course. Students seeking honors/advanced credit must also complete the honors/advanced segment exam.

Students entering high school grades 9-12 have access to Advanced Placement (AP) courses that may result in earning college credit for high school coursework. These courses are used to calculate overall GPA and typically are counted extra in the calculation.

Incomplete Courses

Courses that are not completed by the course deadline will no longer be active. The final grade will be determined by assigning zeros for unfinished work. The virtual software will determine the grade. **This final grade will go on the student's official transcript**.

Withdrawal from a Virtual Course

If a student from another school district participates in the ARISE Virtual Academy and then decides it's not for him/her he/she may request to attend any other school in the district because

he/she is a School District of Janesville student. Any student can withdraw from the Virtual Academy and return to their home school within the first two weeks of class either semester. Students/Parents will receive a no-contact letter if the student has done no work in a course for seven (7) consecutive days. Students/Parents will receive a no-contact letter if the student has done no work for a second seven (7) day block. The AVA office has the right to withdraw a student seven (7) days following the no contact letter if the student still makes no contact in the course.

A student may withdraw from a course any time within the first fourteen (14) days with a withdrawal/no-grade and re-register for a different course at that time. A student may make changes to their schedule within the first 14 days of enrollment. Please be advised that any courses withdrawn after the 14th day will automatically receive an F as the final grade.

Withdrawal from the Virtual Program

A student will be dropped from the Virtual Program if the student's parent/guardian contacts the AVA office and lets them know in writing that they want their child withdrawn from the program. The student needs to be enrolled into another program before the drop can happen. For example, if the student is going to be homeschooled, the District must receive communication from the Department of Public Instruction before the ARISE office will drop the student from their roster. If the student is going to return to a traditional school within the School District of Janesville, the student may not be dropped until the District has approved the transfer.

A student will be dismissed from the program if they have received four or more truancy letters within one semester. The dismissal from the program may happen during the semester or at the end of the semester depending on grade level and time of year.

Proctored Exams

Some courses have proctored exams, whereas others do not. Proctored exams can be requested by ARISE Virtual Academy at any time and for any reason in an effort to ensure academic integrity. It is the student's responsibility to work cooperatively with the AVA staff to schedule and take their exam(s). When taking a final exam, the final exam must be passed with at least a 60% or you will need to retake the final. You can retake the final exam up to three times. If, after the third time, you failed the final, you will fail the course.

Discussion-Based Assessments (DBAs)

Each AVA teacher regularly conducts discussion-based assessments with his or her students. These conversations occur at specific intervals as well as randomly in a course and are included in the assessment component of each course. The teacher discusses individual student work and extends the conversation to allow the student to demonstrate mastery of the content and to verify the authenticity of the student's work. **Students are required to complete all discussion-based assessments themselves, free from any distraction or influence of others.**

As a means of ensuring comprehension and integrity, DBAs are built into the modules so the teachers can have a discussion with their students to ensure the student is comprehending what the lessons are about.

Notification of Grades and Student Progress

Parents and students are able to review grades and percent completion of courses at all times using the online course dashboard. Therefore, the ARISE Virtual Academy will not print or mail quarterly progress reports. Grades are posted on Infinite Campus quarterly.

Student Progress Reports to Parents

Progress reports will be completed each week. They will be sent electronically to the student, parent, and mentor.

Those receiving these communications are expected to read and respond if necessary.
CROSS REF: Administrative Regulation 6810.1, Grading guidelines

Publicity

An explanation of the grading system is available to students, parents, staff, community, news media, employers, and admissions personnel of colleges and technical schools.

Grades

Assignments are graded just like they are in a face-to-face course. Some assignments are graded automatically within the course, and the online teacher grades some. The student will receive comments from the teacher on completed assignments. There is a gradebook within the course for the student or parent to check on student progress/grades at any time. Under extenuating circumstances, the grade may be reviewed and changed by the Mentor/Teacher. The parent or student may appeal the Mentor/Teacher's decision to the principal and, if necessary, to the ARISE Virtual Academy Governance Board.

Grade Determination

Final grades will be determined on the 100-point scoring scale. Grading will follow the School District of Janesville Grading Scale and Policies:

Grade	Range	GPA
A	92-100	4.00
A-	90-91	3.67
B+	88-89	3.33

B	82-87	3.00
B-	80-81	2.67
C+	78-79	2.33
C	72-77	2.00
C-	70-71	1.67
D+	68-69	1.33
D	62-67	1.00
D-	60-61	0.67
F	0-59	0

Field Trip and Extracurricular Activities

The ARISE Virtual Academy strongly encourages students to participate in extracurricular offerings. We are proud to offer educational opportunities that extend beyond the online classroom with many involving field trips. Any student enrolled in the virtual program is eligible to participate in all extracurricular activities that are offered at the home-based school including sports, clubs, and social events. Students who participate in these activities are subject to the policies and procedures that govern participation and eligibility.

Graduation Requirements

High School Graduation (Aligned to School District of Janesville Policy 6310 and Administrative Regulation 6310.1)

Students must earn 26.5 credits including physical education in grades 9, 10, and 11, in order to receive a high school diploma in the district.

Required Credits

Credits must be earned in required courses as follows:

English	4 Credits
Mathematics	3 Credits
Social Studies	3 Credits
Science	3 Credits
Physical Education	1.5 Credits
Personal Finance	0.5 Credit
Health	0.5 Credit

0.5 credits of physical education course must be taken each year in grades 9 through 11. Each grade level also has a seminar class that will be assigned to the corresponding grade level.

REF: *State Statute 118.01(2)(d)2c*
State Statute 118.30(2)(b)1 and 2
State Statute 118.33
Wisconsin Administrative Code PI 18
Wisconsin Administrative Code PI 40.07

CROSS REF: *Board Policy 5020, Equal Educational Opportunities*
Administrative Regulation 6310.1, Graduation

Other Graduation Information

Early Graduation

Students desiring early graduation from high school must complete all required courses and enough electives to equal or surpass the minimum number of credits required for graduation by the anticipated date of early graduation. Students must also have the written approval of their parents or guardian. Students must apply at least one semester before the planned date for early graduation. The application (Appendix A) instructions (Appendix B), and the graduation agreement (Appendix C) for early graduation are found in Appendices. They must consult with their counselor or Student Services Specialist and principal prior to submitting an application. *(Board Policy 6310.2)*

Requirements for Participation in Graduation Ceremony

ARISE Virtual Academy holds one graduation ceremony per year near the end of the spring semester. Students designated as Winter or Spring graduates are able to participate in the ceremony, provided they have met all state and school-district requirements by the senior due date. The senior due date will be determined annually by the school administration. The school principal has the final authority as to who shall and shall not participate in the graduation ceremony.

Transcripts

A transcript will be available after the completion of each high school course. A full transcript will be issued after a student's graduation. To request a transcript be sent to a particular college or university, complete the request a transcript here.
CROSS REF: Board Policy 6463, Honor Programs

Student Expectations

Commitment

The commitment for the student is to complete each online class. For full-time enrollment, the commitment to the program is described in the student's 4-Year Education Plan and will meet individual student needs as determined by the ARISE Virtual Academy staff and the student's family. Within the first 5 day trial period of the course, the Local Mentor/Teacher, in cooperation with the student's online teacher and parents or personal/family coach, will dismiss the student if the student is not making adequate progress and is not viewed as being successful in the online course. **If a student doesn't complete a course or drops after 14 days, a failing grade will be placed on the student's transcript.**

Student Responsibilities

- Stay on pace for all classes.
- Maintain a passing grade.
- Complete assignments in the order, they are given.
- Respond to emails, texts, and phone calls sent by the teacher, mentor, or principal.
- Students should read all weekly progress reports and week at a glance.
- Assignments can be redone up to three times.

- If teachers determine your child should be in a reading or math intervention group to meet their learning needs, attendance will be required.
- Regularly attend the live lessons. Teachers may require students to attend live lessons should they believe the student needs the focused lesson.

Keys to Be Successful in an Online Course

1. Schedule time each day to work on the course. Make sure you log in so we know you are actively involved in the course.
2. Read the information found in the lessons. The directions for completing assignments are written in the course.
3. Communicate with the teacher on a weekly basis via e-mail or by phone. Students who will be absent during the week should notify the teacher, Local Mentor/Teacher, and the AVA office.
4. Take notes in your classes, most classes allow notes to be used on module exams.

Communication

Students communicate with teachers/mentors in five ways:

A. Electronically completing assignments
B. E-mailing
C. Phone/texting
D. In-Person (when applicable)
E. Google Chat

Students must take the responsibility to contact the teacher when something is not understood.

Course Progress Expectations

1. Students may be withdrawn for not keeping pace with assignments. Attendance for ARISE Virtual Academy students is measured by keeping a log of their work, submission of assignments and activities, communication with the teacher, discussion threads and any other teacher directed activities and interaction with online lessons.
2. If a student fails to be actively involved in a course for 14 consecutive days without cause and prior teacher communication, the student will be terminated as indicated in the policies and procedures.

Transfer Credits

Transfer of Credits for Students Who are New to the School District of Janesville

High school credits earned at another high school will be accepted and treated in a manner similar to credits earned in our school system.

Transfer of Credits Earned by District Students

Credits for use in meeting specific graduation requirements, e.g English, Math, Science, and Social Studies, can only be awarded if prior approval has been given by the building principal and if in the judgment of the counselor, the content is either equivalent or more advanced than the specific high school course or requirements that it will replace. Students may apply for payment of a maximum of 18 semester hours under the guidelines for Institutions of Higher

Education (IHE). (A one-credit, post-secondary class is equal to one-fourth of high school credit.)

The Grade "P" (Pass) will be assigned to any courses successfully completed in a foreign country.

Students who attend Summer School in the District may earn credit only for courses that are designated for credit.

Enrichment experiences will be recorded on the permanent record, but credit will not be granted.

Dual Enrollment

General Provisions
(IHEs include an institution within the University of Wisconsin System, a private nonprofit institution, or a tribally controlled college.)

Intent of-Early College Credit Program or Start College Now Students may enroll in an Institution of Higher Education (IHE) or may enroll in a technical college for the purpose of taking one or more courses at the institution of higher education.

Tuition The School Board is responsible for the cost of tuition if the course is approved for either high school or for high school post-secondary credit and the course is not comparable to a course offered in the school district. Students approved to enroll for post-secondary credit only are responsible for tuition and fees for post-secondary courses.

Schedule of Dual enrollment courses may be taken during or after regular school hours and during the summer, if available. Summer post-secondary classes are taken at the option of the student; the School District of Janesville is <u>not</u> responsible for tuition payments.

Credits No more than the equivalent of 18 credits of post-secondary academic work will be paid for by the School District of Janesville.

Admission Criteria Students participating in Early College Credit Program or Start College Now shall comply with the Institution's admission criteria for post-secondary courses under this program as well as any other application or information disclosures required by the IHE. Students must meet reimbursement or fee cancellation policies established by the IHE.

Attendance The parent/guardian of an Early College Credit Program or Start College Now education student shall be responsible for their student's compliance with compulsory attendance requirements as per District policy.

Admission by the IHE Admission to the IHE is based on the space available.

Failing or Uncompleted Course If a pupil receives a failing grade or fails to complete a course for which the school board has made the payment, the pupil's parent or guardian, or the pupil if he or she is an adult, must reimburse the school board upon the school board's request. If a

school board has requested reimbursement and has not been reimbursed, the pupil is ineligible to participate in the Early College Credit Program or Start College Now.

Appeals The decision of the School Board may be appealed regarding satisfaction of high school graduation requirements or the number of high school credits to be awarded to the State Superintendent, Department of Public Instruction, within 30 days after the decision as specified under PI 40.08. For detailed information on the appeal process, please contact the Director of Instructional Services.

Early College Credit Program or Start College Now School Board and IHE/Technical College Responsibility

The IHE notifies the school district to verify enrollment 30 days after beginning the course.

The student taking a technical college course for high school credit will be responsible for payment of equipment associated with the course which becomes the property of the student, such as tools, calculator, instruments, and computers.

Thirty (30) days after the end of the semester, in which the student was enrolled in IHE course, the School Board shall pay the IHE on behalf of the student. The following criteria apply

- **Institution of Higher Education** – actual tuition, course fees, books and other necessary materials directly related to the course. If the District pays for the text, the books are surrendered to the district upon completion of the course.
  ■
- **Private Institution of Higher Education** – the lesser of the following applies: The lesser of the actual tuition cost, fees, books, and other necessary materials which are specified under Wisconsin Statute 118.55(5)(c)2.

Upon verification, the student/parent may request transportation reimbursement through the Department of Public Instruction. This would cover the cost of transporting the student between the high school and the IHE if the parent/guardian is unable to pay the cost of such transportation. For further information about the transportation option, please contact the Director of Instructional Services.

As specified in the statute, the District must annually notify all parents of 9th, 10th, and 11th-grade students of the Early College Credit Program or Start College Now. by October 1st.

Student/Parent Procedural Requirements

A. The student must submit the IHE/technical college application to the appropriate IHE in the semester prior to the one the student plans to attend. The student must indicate whether the credit will be for high school and postsecondary credit or for postsecondary credit only. Application for admission to the IHE/technical college may be obtained from the School Guidance Office or the IHE Admission Office.
B. The student is to notify the Board of Education, in writing, and complete the Early College Credit Program or Start College Now. Program Plan and checklist through his/her high school principal of his/her intention of enrolling in an IHE/technical college no later than March 1 for the fall semester, and no later than October 1 for the spring

semester. The student's letter of intent must be attached to the written notice of admission to the IHE.

C. The Director of Instructional Services shall notify the student in writing of its determination before the end of the semester in which it received notice, i.e., no later than May 15 for fall semester enrollment and November 15 for spring semester enrollment.

Staff

Administrator

The ARISE Virtual Academy Administrator serves as the supervisor of the AVA faculty and provides leadership and direction for the academy. Autonomy and accountability will be sustained and controlled by the AVA administration and the Governing Board.

Mentor/Teacher

A Mentor/Teacher serves as the local education guide for students. In addition, the student will have an online instructor. Students are able to communicate with the online instructor within the contents of the course or through email, web-conferencing, telephone, or other forms of writing. In addition, each student is strongly encouraged to have a "personal coach." The coach may be a family member, neighbor, friend, or another community member who would encourage the student to be successful in this learning environment and keep the student progressing at a pace that is meeting the student's learning needs.

It is the AVA teacher's responsibility to improve learning by planned instruction, diagnose learning needs, prescribe content delivery through class activities, assess learning, evaluate the effects of instruction, assign grades, take attendance, and provide educational feedback on the progress of the student to the parents and/or administration. It is the expectation of the AVA teacher to respond to inquiries from students and parents or guardians of students within 24 hours.

Support Services

Existing district support services such as guidance, library, school nurse, counselor, English Language, special education, police school liaison, school-to-work program, reading specialist, school-related technology support, etc. are available to all students at AVA.

ARISE Virtual Academy Governance Board

The ARISE Virtual Academy Governance Board is empowered under the charter and authorization of the School District of Janesville to determine the curriculum, staffing, calendar, budget, fundraise, advisories, and operations of the charter school. If you are interested in being a board member, please notify the AVA administration or by contacting the AVA Governance Board contact for more details.

APPENDIX A

JANESVILLE PUBLIC SCHOOLS
Janesville, Wisconsin

APPLICATION FOR EARLY GRADUATION FROM HIGH SCHOOL

Student's First and Last Name _____

- ☐ ARISE Virtual Academy
- ☐ Craig High School
- ☐ Parker High School
- ☐ Rock River Charter School
- ☐ Rock University High School

I hereby request permission for early graduation from high school. If this request is approved, I understand that any end-of-semester failures in courses required for graduation automatically voids the approval.

Student's Signature _____ Date _____

The following deadline and requirements must be met before final consideration will be given to this application for early graduation. It is the student's responsibility to:

A. Apply at least one semester before the planned date for early graduation.
B. Complete six classes of successful high school work.
C. Submit a letter of approval from his/her parent/guardian. (This letter is part of the application and should be attached before consulting with the principal.)
D. Secure written verification from his/her counselor that all requirements from graduation can be fulfilled before the date of graduation.
E. Consult with the principal regarding graduation procedures.

Verification of the Counselor

I have consulted with this student and have verified that all requirements for graduation can be fulfilled before the date of graduation.

Counselor's Signature _____ Date _____

Verification of Student and Parent/Guardian

I understand and accept the conditions for early graduation.

_____ _____
Signature of Student Signature of Parent/Guardian

Verification of the Principal

I have consulted with this student and reviewed the application. I hereby verify eligibility for early graduation.

Principal's Signature _____ Date _____

APPENDIX B

EARLY GRADUATION INSTRUCTION

GRADUATION

Requirements and Procedures for Early Graduation from High School

1. Students desiring early graduation from high school must meet the following requirements:
    a. Complete all required courses and enough electives to equal or surpass the minimum number of credits required for graduation by the anticipated date of early graduation.
    b. Have written approval of parent or guardian.
    c. Complete a minimum of six semesters of high school work.
2. Students desiring early graduation are to observe the following procedures:
    a. Apply at least one semester before the planned date for early graduation.
    b. Submit a letter of approval from his/her parent or guardian.
    c. Consult with his/her counselor to verify that graduation requirements can be met by the anticipated date of early graduation.
    d. Consult with the principal about graduation procedures, class rank, honors, and other considerations.
3. The following are items that students and parents or guardians should consider before deciding about early graduation:
    a. Students accepted for early admission to college will be granted a high school diploma after credits required for graduation are transferred to the high school.
    b. Early graduates will be eligible for consideration for scholarships in the year that their class graduates. A list of early graduates will be submitted to any group considering scholarship applicants with the list of full-term graduates.
    c. Class rank from the time that the early graduate left high school will be noted on the list with the full-term student.
    d. College classes can be used for high school credit, but not for rank points.

Board of Education
Janesville, Wisconsin
1980, 1087, August 1990

Administration Regulation
6310.2

APPENDIX C

ARISE Virtual Academy Early Graduation Agreement

Student First Name _____ Student Last Name_____

Early Graduation Date: January, 20_____

I wish to apply for early graduation. If approved, I agree to the following:	**Student Initial**	**Parent Initial**
I must meet all graduation requirements. If I do not, I must return and attend a minimum of six class hours per day in order to be considered a full-time student.		
I understand that I am able to participate in the June commencement ceremony if I so choose to do so.		
I understand that if I graduate early, I must maintain contact with ARISE Virtual Academy for information related to June commencement ceremony, senior group picture, etc.		
I understand the June commencement ceremony is a privilege. This privilege can be revoked if I demonstrate behavior that is unacceptable.		
I will provide a personal email to ARISE Virtual Academy and keep it updated sot hat information related to the June commencement ceremony can be sent to me.		
I understand that early graduates are no longer allowed to participate in athletics and co-curriculars, at ARISE or any other school in Janesville.		
I understand that if I wish to attend Prom at Parker or Craig High School, I may only do so if I am a guest of a current Parker or Craig High School student.		
I understand that if I visit ARISE Virtual Academy after early graduation, my visit must have an appropriate purpose. Example: pick up a transcript. I must sign in and sign out when I leave.		
I understand that if I graduate early, I am responsible for completing college applications, FAFSA, scholarship applications, and other post-secondary planning on my own.		
I understand that I am able to complete scholarship applications in the year I graduate. I am responsible for completing scholarship applications and submitting them by the deadline set by the scholarship organization.		
I understand I will not receive my diploma until after the June Commencement ceremony. I may request my transcript, that shows my graduation date, two weeks after the first semester ends.		
I will obtain a graduation check out sheet from the ARISE Virtual Academy counselor prior to the end of the first semester. I must return the completed form, return all school materials and pay any outstanding school fees.		