



**2021-22**  
**HARTFORD JT. 1**  
**VIRTUAL PARTNERSHIP HANDBOOK**

402 W Sumner Street  
Hartford, WI 53027  
Office Phone: (262) 673-3155

[www.hjt1.org](http://www.hjt1.org)

**Virtual Lab Location  
Central Middle School  
1100 Cedar Street Hartford, WI 53027  
(262) 673-8040**

Virtual Partnership Primary Contacts:

- Principal of Central Middle School, Joe Viste: [viste@hjt1.org](mailto:viste@hjt1.org)

## **VIRTUAL PROGRAMMING OVERVIEW**

### **INTRODUCTION**

The Hartford Jt. 1 Virtual Partnership provides a variety of learning opportunities for students in kindergarten through eighth grade and is designed to meet the needs of individual learners. This school program is open to all students and strives to offer meaningful learning opportunities for students to grow and thrive.

This student handbook provides valuable information designed to make your experiences in the program rewarding and has been prepared to provide you with the policies and procedures of the Hartford Jt. 1 Virtual Partnership. Every policy and procedure has been developed to assist in a safe and orderly educational environment for all students. It is important that all students and parents review the information contained in this handbook and use it as a reference during the school year.

The Hartford Jt. #1 Virtual Partnership provides students with varied learning opportunities and a challenging curriculum in an online setting to all students for the 2021-22 school year. Wisconsin Acts 18 and 19 allow open enrolled students the same virtual options as resident students next school year (for more details see virtual program options below). Courses in Mathematics, Science, Reading/Language Arts, Social Studies, World Languages and other electives are available. There are also opportunities for courses to meet unique needs.

The online academic programs that are available to students are Edmentum products. In addition, virtual students have daily access to an instructor that facilitates learning outcomes, assists with technical issues, and communicates with students on a regular basis to ensure student success. All students enrolled in the Hartford Jt. 1 Virtual Partnership will have access to an online curriculum for the course or courses enrolled in and also have a district-issued notebook computer. If students are attending virtual instruction at Central Middle School, internet Wi-Fi connectivity is available.

We take pride in the excellence that our district and schools represent. The staff and administration of the Hartford Jt. 1 Virtual Partnership are ready to assist in helping you meet the challenges of the year ahead.

## **VIRTUAL PROGRAM OPTIONS**

Hartford Jt. 1 Virtual Partnership students are enrolled in academic classes for kindergarten through eighth grade. Parents have chosen a virtual program for a variety of reasons but primarily because it offers a learning approach to meet their children's needs. Our students have the following virtual options:

### **School-Based Virtual Program**

- Students attend Central Middle School virtual classroom on a daily basis.
- Students choose from an entirely virtual-based program or a hybrid of traditional classroom courses and virtual courses.
- Students may choose from a variety of course offerings.
- Transportation to and from Central Middle School for open enrolled students is the responsibility of the parent(s)/guardian(s).

### **Hybrid Home-Based Virtual Program**

- Students have the option to complete coursework at home.
- Students have the option to participate in selected courses at Central Middle School.
- Transportation to and from the middle school is the responsibility of the parent(s)/guardian(s).

### **Home-Based Virtual Program**

- Students complete all coursework at home.
- Students are required to complete all grade level academic courses including electives.
- Parents act as the learning coach and are present during student academic engagement.
- Students should plan to spend 5-6 hours daily on coursework at home. Parents should anticipate spending 5-8 hours per week as a learning coach. Please note this may vary based on grade level and age of the student.

All virtual courses are offered web-based which means they are accessible from anywhere there is internet access. This allows students to access courses 24/7 providing flexibility in completing assignments and coursework requirements. All students enrolled in virtual programs will be provided with a notebook computer with Wi-Fi connectivity.

Each course has a Wisconsin DPI certified teacher that works directly with the students' facilitating their learning and evaluating their efforts. Lesson content and submission of assignments and coursework requirements are done so electronically.

Students enrolled in the Hartford Jt. 1 Virtual Partnership are required to meet all Wisconsin Department of Public Instruction grade appropriate mandates for coursework and attendance.

Although the Hartford Jt. 1 Virtual Partnership courses are available for all students, please note that there are some programs and services which cannot be satisfactorily provided in a virtual setting for students with IEP's or 504 plans. All program and placement decisions will be made by the student's IEP or Section 504 team.

### **COMPUTERS & INTERNET ACCESS**

Access to the technology utilized by the Hartford Jt. 1 Virtual Partnership imposes certain responsibilities and obligations. Appropriate use is ethical, honest, and legal. It demonstrates respect for physical and intellectual property, system security protocols and individual's rights to privacy as well as freedom from intimidation, harassment, and unwarranted annoyance.

All District technology policies apply in this learning environment. The student is subject to all school rules and regulations by the School Board and the individual school. All students and parents will be required to sign the Acceptable Use Policy and the Laptop Handbook Agreement that governs the student's responsible use of technology. Consequences of any violation of Internet use may include a loss of internet privileges for the student. In an online program, such a consequence may also mean removal from the course, and the student will be subject to all other disciplinary consequences outlined in the Central Middle School Handbook or District policy.

### **COST/FEES**

Since the Hartford Jt. 1 Virtual Partnership is part of the public school there is no additional tuition. However, certain fees may apply with enrollment in specific courses.

The District Student/Parent Laptop Agreement packet contains information and updated costs for lost, stolen, severely-damaged hardware, technology fees, optional accessories, and repairs. It also lists information for care of district-issued computing hardware.

The District can provide, for a fee, a case to protect the student assigned laptop. The use of this special case waives the repair fees for accidental damages to district-issued hardware, as indicated in the Student/Parent laptop agreement packet.

### **ACADEMIC INTEGRITY**

There are two kinds of academic integrity violations: plagiarism and cheating. Students must complete their own work. When a questionable assignment is submitted, the teacher may research using an electronic database or question the student. Students who are academically dishonest and plagiarize will have consequences in accordance with District policy.

## **PROFILE OF A SUCCESSFUL VIRTUAL STUDENT**

It is the expectation that students in the Hartford Jt. 1 Virtual Partnership will perform to the best of their ability in their virtual coursework at all times. Students should be ready to take responsibility for their own learning. The successful virtual student is able to do the following:

- Apply themselves to their studies in a focused and serious manner
- Work hard and become engaged in their lessons and activities
- Ask questions and be willing to explore their personal interests
- Improve areas of personal weakness while capitalizing on personal strengths
- Be self-disciplined with regards to study habits
- Maintain an active study regimen and stay on top of all assignment deadlines
- Recognize when assistance is needed and is able to seek that assistance in a timely manner
- Establish a strong communication line with instructors and mentor
- Be goal oriented and have a desire to learn and succeed
- Be self-disciplined with regards to study habits
- Frequently get support from their parent learning coach
- Work independently
- Manage time effectively
- Navigate on the computer
- Proficiently read and write

## **STUDENT COURSE ORIENTATION SESSIONS**

All online courses offer some kind of online orientation class to every registered student. The purpose is to help the student and the parent learning coach to become familiar with virtual education. These orientation classes are critical to success since the student will be using the computer to access educational content, communicate with instructors, conduct research, participate in lessons, complete assignments, and take assessments. Students, with the support of their parent learning coaches, who have been the most successful in the virtual school program have completed the online orientation classes.

## **STUDENT WEEKLY CHECK-INS AND EXPECTATIONS**

Students enrolled in virtual programming are attending Schools in the Hartford Jt. 1 District even though they are participating in virtual academic class. As a Hartford Jt. 1 student, you are required by the school district to have weekly "two way" communication with your instructor. The communication needs to be "Academic in Nature." This is a mandatory attendance requirement. Failure to respond to an instructor on a regular weekly basis may result in disciplinary action, such as being dropped from the virtual program.

In addition, students enrolled in the virtual program have flexibility in completing coursework at their own pace within a timeline agreed upon between the instructor and the student, but must be completed by the end of each grading period. Students must make weekly progress in order to complete the coursework within the time given. Failure to do so may result in the instructor putting the student on a progress plan and/or the student being dropped from the virtual program.

Although virtual programming is self-paced, it is expected that students at the elementary level spend 5-6 hours daily on coursework at home in order to stay on pace for multiple courses that require completing at this level. Parent support requires approximately 5-8 hours of time weekly as a learning coach. If your elementary age child is not an independent learner, virtual programming may not be a good fit.

Students at the middle school level should plan to spend 1-1.5 hours per day or 5-6 hours per week per course. Parent support requires approximately 5-6 hours per week. If your middle school child is not an independent learner, virtual programming may not be a good fit.

## **STUDENT PROGRAMMING COORDINATION**

There are times when a virtual student may want to participate in traditional school curriculum and/or related activities. The virtual instructor will do their best to accommodate the request provided:

- the student has made sufficient progress in the virtual program;
- the student has given advance notice of the curriculum and/or related activity to the virtual instructor;
- the student has obtained approval by the school principal.

## **STUDENT ATTENDANCE and ABSENCES**

The Hartford Jt. 1 Virtual Partnership is flexible and allows for learning to take place at night, on weekends, or during the weekday. Attendance is based on the number of hours completed in accordance with District and state policy for a course or grade level.

Students who are absent from the virtual program due to illness, computer issues, power outages, or family emergencies must inform their instructor as soon as possible. Students must also contact their instructors to inform them about the issues that have forced them to be absent from their courses.

Students not meeting the minimum attendance requirement 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, are considered to be habitually truant and, therefore, in violation of Wisconsin's Compulsory Attendance Law. Wis. Stat. § 118.15 (1) (a). The law requires that a child attends 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.

## **STUDENT STATE AND LOCAL TESTING**

All students in grades kindergarten through eighth grades are required to participate in local and diagnostic assessments. Additionally students in third through eighth are required to take the FORWARD Exam during the designated testing window. Results from all assessments (local or state) will be used to determine whether students are meeting or exceeding Wisconsin Academic Standards and district expectations. Please note, parent transportation is required for assessment completion.

## **COURSE COMPLETION TIMELINES**

The timely submission of assignments is the hallmark of a successful online student. Students that do not turn in assignments during the course by the due dates established by their virtual online provider may face a grade penalty.

Students wishing to request course extensions beyond the assigned grading period should contact their virtual instructor to arrange a plan for the completion of course work. Course extensions will be considered on an individual case by case basis.

Fifth and eighth grade students will be considered eligible to take part in the end of year recognition or farewell ceremonies if they have satisfactorily met all course requirements as compared to the traditional program. Final decisions regarding eligibility will be made by the school principal.



## **VIRTUAL ENROLLMENT**

Students who are residents of the Hartford Jt. 1 School District are eligible to enroll in virtual programming. Please contact Mr. Viste the Central Middle School Principal at [viste@hjt1.org](mailto:viste@hjt1.org) or 262-673-8040 ext. 1105. Registration of virtual classes, once enrolled, will be part of the annual course selection process. Special provisions for enrollment at other times may be made in consultation with Mr. Viste.

## **VIRTUAL WITHDRAWALS**

Since online courses may not be a good fit for all students, there is a four-week drop window beginning on the date of the first day of class in which students can drop the course without consequences. The student must notify the online instructor of the intent to drop the course and the parents are required to confirm their support for this decision by email or phone call to the Hartford Jt. 1 Virtual Partnership Instructor or Mr. Viste, the middle school principal.

If a student wishes to drop a course after the four-week window, a conference between the instructor, student and the student's parent(s) is/are required. Additionally, a fee could be charged to students dropping after the four-week window to offset the cost the district has incurred.

Students may be administratively dropped from virtual courses if they are not meeting course expectations or progress and for unacceptable behavior. In both cases a drop fee may be charged.

Withdrawals made before the last two weeks of a course will result in a withdrawal on the student's transcript. Extenuating circumstances may allow a withdrawal without affecting the GPA per the virtual instructor's recommendation to the principal.

## **NONDISCRIMINATION AND ACCESS TO EQUAL EDUCATIONAL OPPORTUNITY**

The School District of Hartford Jt. 1 Board of Education is committed to providing an equal educational opportunity for all students in the District. The Board does not discriminate on the basis of race, 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") in any of its student program and activities. *Federal laws Title IX, 34 CFR 106.9, Section 504, 34 CFR 104.8, Title II, 28 CFR 35.106; Student Policy 2260, AG 2260D & Form 2260 F2; Staff Policy 1422, 3122, 4122.*

The Board designates the following individual to serve as the District's "Compliance Officer" – Alex Kenealy, Director of Pupil Services, School District of Hartford Joint #1, 402 W. Sumner St,

Hartford, WI 53027, 262-673-8042, kenealy@hjt1.org. Students, parents and all other members of the School District community are encouraged to promptly report suspected violations of this policy to a teacher or administrator. The complaint procedure will follow Board Policy 2260.

The Board of the Hartford Jt. 1 School District does not discriminate on the basis of sex in its education program or activity and is required by Title IX and its implementing regulations not to discriminate in such a manner. The requirement not to discriminate in its education program or activity extends to admission and employment. The District's Title IX Coordinator(s) is: Alex Kenealy, Director of Pupil Services, School District of Hartford Joint #1, 402 W. Sumner St, Hartford, WI 53027, 262-673-8042, kenealy@hjt1.org. Any inquiries about the application of Title IX and its implementing regulations to the District may be referred to the Title IX Coordinator(s), the Assistant Secretary for the U.S. Department of Education's Office for Civil Rights, or both. The Board has adopted a grievance process that provides for the prompt and equitable resolution of student and employee complaints alleging any action that is prohibited by Title IX and/or its implementing regulations. The grievance process is included in Policy 2266 – Nondiscrimination on the Basis of Sex in Education Programs or Activities, which is available at: <https://go.boarddocs.com/wi/hfj1/Board.nsf/Public?open&id=policies>. The grievance process specifically addresses how to report or file a complaint of sex discrimination, how to report or file a formal complaint of Sexual Harassment, and how the District will respond.