

**Wickenburg Digital Learning Program
&
Wickenburg Virtual Academy**



“Taking Knowledge to Infinite Levels”

Parent/Student Handbook

Online and Blended Learning

2014-15

Wickenburg Unified School District No. 9

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WDLP & WVA Letter of Welcome



“Taking Knowledge to Infinite Levels”


Dear Students, Parents/Guardians,

Welcome to the wonderful opportunity of the Wickenburg Digital Learning Program (WDLP) or our state approved online school, Wickenburg Virtual Academy (WVA,) offered through the Wickenburg Unified School District. This handbook is designed to communicate clearly what is expected of our students in order to maximize learning. We believe that given the opportunity for success, students can meet the challenge that a rigorous curriculum can present. Each course is designed to meet Arizona and Common Core State Standards for grades 9-12 in WDLP and grades K-12 for WVA. Our instructors are highly qualified and dedicated to working diligently with your student.

We are proud to offer two types of learning options through the Wickenburg Digital Learning Program and Wickenburg Virtual Academy to meet individual student needs. These are:

- **Wickenburg Virtual Academy**, a fully online option available to students throughout the state of Arizona, for grades K-12. This type of format is covered in PART ONE of this user guide. Students choosing this type of learning must possess average or above average academic skills and the necessary self discipline in order to be successful. These individual attributes are covered in the section of this handbook entitled, “Who is a Good Candidate for an Online Class?” Please read this section carefully before choosing to learn in this format. Many times students simply do not have the needed skills or attributes to finish as many courses/credits as they have planned in an independent environment.
- **Wickenburg Digital Learning Program** is a blended learning environment offering online curriculum in a classroom setting during the regular school day. This option is available to students enrolled in Wickenburg High School, and is part of their daily schedule. This type of learning format combines digital instruction along with the structured classroom environment. WDLP specifics are covered in PART TWO of this handbook. Students in WDLP must attend school every day and follow all Wickenburg High School (WHS) policies and procedures for all attendance and discipline, as well as any rules covered in this handbook. If a student has struggled academically though, this blended option offers more support and fosters student success.

In closing, we would like to assure you that we will partner together with you to create a culture of success, building a collaborative community of learners and future leaders. Thank you for choosing the Wickenburg Virtual Academy or Wickenburg Digital Learning Program. Our faculty and staff are thrilled to have the opportunity to impact your student’s life in a positive way. It is our priority to prepare and provide students with the tools necessary to not only become a graduate, but to achieve their dreams!

*The WDLP and WVA 
Administration & Staff*

*Wickenburg Digital Learning Program
Contact Information*

| Name | Department | Email Address |
|------------------|--|--|
| Hespen, Marcia | Executive Director | mhespen@wickenburg.k12.az.us |
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| Rivera, Rose | Paraprofessional/Attendance | rrivera@wickenburg.k12.az.us |
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| Peterson, Coleen | English Instructor & Online PE Instructor | copeterson@wickenburg.k12.az.us copeterson.wusd@gmail.com |
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The Mission

The Mission of the Wickenburg Digital Learning Program (WDLP) and the Wickenburg Virtual Academy (WVA) is to provide individualized education that addresses students' learning styles, promotes academic success, cultivates lifelong learners, and promotes the building of character, enabling students to contribute to their communities in meaningful and positive ways. Through consistent effort, hard work, determination and communication every student will meet the challenge of mastering high expectations.



The Vision

The Vision of the Wickenburg Digital Learning Program (WDLP) and the Wickenburg Virtual Academy (WVA) is to use new emerging technologies, to provide equity and access to high quality educational opportunities for every student. Through this new mode of instruction, we can strengthen the district's vision which states: *"Every child has hope, Every student is a graduate, and Every graduate has a dream"*.

PART ONE: Wickenburg Virtual Academy - a Fully Online School.

Why is an In-District Online School an advantage for you?

Many times students wish to work independently at home using online curriculum, however they struggle when they hit difficult spots in their studies. Instead of needing to place long distance phone calls to instructors for help, students enrolled in our online school can ride a bus or drive to our lab if they live within district boundaries so they can receive constant help and instruction needed to master those difficult concepts and pass their courses. Our online school is designed to give the student flexibility when needed, but combines the instruction from highly qualified instructors in a lab setting where the students can go daily, weekly, or occasionally for help.

About Online Courses

Some of the advantages of online classes include the flexibility and convenience of when and how you do your work. But taking classes online is significantly more challenging than it may seem. Online learning can sound so wonderful that some students start online courses without a clear picture of what is expected from them. Online courses require just as much, if not more, time and energy than traditional classroom courses. Also, online learning requires specific computer skills and learning strategies in order to succeed. Seat time is not the only measure of progress in online learning, students must master all lessons & assignments in order to progress and pass the course.

Online courses are written specifically for internet-based learning and frequently use multimedia components such as original audio and video files, animated tutorials and interactive activities. Using the internet to its fullest, the WDLP/WVA courses also provide opportunities for online communication between teachers and students and links to national, historic, scientific, and research center digital libraries worldwide. A highly qualified instructor works one-on-one with each learner, ensuring progress, answering questions, and evaluating assignments and tests. The result is an engaging, motivated method of learning.

Our curriculum is designed to meet Arizona and Common Core State Standards. Interactive online practice activities, reading & written assignments, tutorials, unit reviews, quizzes and tests are included as part of our online and blended instruction. Each course has a syllabus that includes an overview of the course, objectives, and grading procedures. Courses may include video, audio, online quizzes, tests and projects that students complete and email to the teacher. In most cases, tests provide immediate feedback.

Who is a Good Candidate for an online class?

In an online course, you will receive your instruction by reading, writing, and performing activities specially designed by your instructor. Students “attend” class by visiting our district management system (wusd.mrooms.net), completing assignments according to the class syllabus, and answering or sending emails with the instructor. It takes a great deal of self motivation for students to direct their own learning in a virtual environment. Online learning is a collaborative venture and weekly communication with your instructor, as well as classmates, will increase your learning experience. The difference between a successful student and one who fails to finish a class is usually determined by this communication, since your instructor is trying to give you input and clarifying concepts for you. Email is a “teaching tool” and cannot be skipped.

Students also should realize that online courses require strong reading skills, personal discipline, and effective time management skills. Students may spend more time on an online course than they typically devote to a traditional high school class. Enrollment in this program is based on a student's ability to work independently, and that he or she possesses strong academic skills in reading, writing, and math. Achievement test scores, grades, and school records will be used to determine if the student has the required skills to be successful in this independent setting. Students who are struggling in any academic core subject should enroll in the WDLP Blended Program instead, which combines classroom instruction and individualized help along with digital curricula which can be accessed from home. Students may appeal this enrollment requirement to the WDLP Administrator, in exceptional cases, supplying documentation and rationale for such a request.

Do you have what it takes to be an online student?

1. **Persistence** is perhaps the biggest key to success in online learning. Students who succeed in online learning are those who are willing to tolerate technical difficulties, seek help when needed, work daily on every class, and persist through challenges. Some hints for doing well online are:
 - a. When you run into a challenge, keep trying and ask for help from your online instructor.
 - b. Set up a manageable study schedule for yourself, and stick to it. Students who succeed are those who log in and make progress every day—even after the novelty of attending school virtually wears off.
 - c. Communicate daily/weekly with your instructor. This is the way your teacher talks with you about your work. Communication is required.
2. **Time management and Motivation.** As a student of online learning, you will be directing your learning on a day-by-day basis. Most courses are not taught in real time and there are no set times for classes. In a virtual classroom you do not necessarily “see” your teacher each day, so you must be able to manage your time well. This flexibility is one of the great benefits of online learning. However, it can also be a drawback for a student who procrastinates, is unable to stick to a routine study schedule. If you fail to accomplish goals as well as work a minimum of 25 hours per week, you can be dropped for “non-attendance”.

Effective time-management skills don't just happen. They have to be learned. Some suggestions to help you are:

- a. With your online instructor, review the syllabus for each of your courses and develop a long-term plan for completing your major assignments. You are required to meet these weekly goals, and finish the course according to your course goals and syllabus.
 - b. Make a daily “To Do” list and utilize your course syllabus. There is a feeling of accomplishment as you check off things as you complete them.
3. **Communication Skills** are very important in online learning. This is how teachers can give you input as to what you should be learning and explaining any concept that you might have found difficult. Your daily/weekly emails are like attending a class everyday – and hearing the instructor give additional instruction or make sure you remember assignments that are due. Teachers are very willing and available to help students, but they are unable to tell when students are in need of assistance if they receive no answers from their emails to the student. Please communicate, it will help you be successful and develop workplace skills.

4. **Technical Skills.** First, and foremost, the student **MUST** have access to a computer and high speed internet (not just a cell phone for work at home). Although it is not necessary to have advanced computer skills, students must possess basic knowledge of email, internet, as well as basic keyboarding skills. These are valuable 21st Century Workplace Skills that need to be cultivated for your success in WDLP/WVA, as well as in the future:

Basic Skills

- Locate a file on a hard driver or server
- Save a File to a specific drive and folder
- Connect to Internet at home, tune up browser & install needed plugins.
- Navigate between two or more applications without closing and reopening.

Web Browser Skills

- Go to a specific URL or hyperlink
- Conduct a basic search using a search engine
- Follow a hypertext link or retrace a hypertext path

Email skills

- Communicating the purpose of your email in the subject line
- Create a folder & save a message into a specific folder
- Use complete sentences, spelling and punctuation. Emailing is not texting.
- Add a name to the address book and retrieve names from address book
- Copy & paste text from a document into email
- Send an attachment, with a document that is saved in an appropriate format
- Open and/or save an attachment
- Forward a message

Word Processing Skills or Google Docs/Drive

- Open a new file or existing file
- Save a file or rename a file
- Save a file as a different format or with a different name (“save as”)
- Copy or cut text, and paste text
- Format text, change line spacing and use tools such as spell check or word count
- Convert files to appropriate formats (google docs are used the most since students are not required to purchase expensive software to work at home)
- Sharing documents so instructors can edit and return your paper by email.

5. **A Good Study Environment.** Another critical component of academic success online is a good study environment.
- a. Please find a place you can work without distractions. If you know you will constantly listen to conversations or media around you, pick a different spot. Some students come to our lab several times per week because they see that they get more done in a quiet atmosphere. A library could work too. Plan ahead.
 - b. Put your cell phone on “silent” mode and let friends and family members know the hours that you will be participating in your school work. Again, workplace skills. ☺
 - c. Don’t open social networking sites while working, such as facebook. Parents tell me how many hours their students worked on the computer each day, but it was NOT doing school work. Please know we print your progress each week and can see your minutes, hours, and if anything was completed or accomplished.
 - d. Set up a comfortable work space. Lighting in the room should be at least as bright as the computer screen to avoid eye strain. Adjust the height of your chair, keyboard, and screen so that you are comfortable.

Standards for Student Success *(required for WDLP & WVA students)*

Standard 1: Tools

Students will:

- Follow course syllabus to ensure you complete weekly assignments. If you lose yours, they are always embedded at the top of your course. Print a new one. ☺
- Have materials (computer, headset, checklist/goals, pencil, paper, book, binder, etc.) ready for use every day. Also, high speed internet & a computer are a requirement for online schooling.
- Learn how to use communication tools on the computer. (Google docs, Google drive, Gmail (our dedicated one for WDLP/WVA is required even IF you already have a different email account.)

Standard 2: Academic Involvement and Attendance

Students will:

- Take and maintain notes in an efficient manner following the format presented by your instructor. Notes are turned in at the end of your course and added to the overall grade.
- Make effective use of time, (staying focused, reviewing daily notes, studying, asking for assistance when needed, and completing each week's goals.
- Keep classroom appointments –whether online, phone, or in person. Even though your schedule is flexible at home, if you are coming in for instruction or to take a final, we need to plan your arrival so we can assign a work space and be ready to help you.
- Fill out weekly attendance sheets and submit with parent/student signatures to the director, Rose Garcia, at rgarcia@wickenburg.k12.az.us . If you had an emergency, you may write your plan to “catch up” your hours & work another week on the sheet with signatures but you must communicate. Failure to communicate & submit your attendance sheet means you will be dropped for non-attendance.

Standard 3: Academic Involvement – Independent Expectations

Students will:

- Meet minimum work standards set by the instructor and online curriculum system. Some lessons require you to score at least a 70% to move on in the unit. You may re-do them over & over and this will help you truly master the content. Email your instructor if you need a unit test re-set.
- Meet the weekly academic plan of assignments and tests due in your syllabus. We cannot stress enough that you MUST follow the syllabus to know if you are on track.
- Make arrangements to get additional help prior to the due date of a module or assignment.
- Be sure that all “off-line” required assignments are completed each week as well as computer lessons. Many times these offline assignments are your applied project based learning where you demonstrate if you truly learned the concepts covered in that unit.
- Final exams must be administered in person with your instructor. Please email and set up a time that works for both of you.

Standard 4: Assessment Preparation

Students will:

- Take good notes and prepare note cards if the teacher has instructed you to do so.
- Utilize mandatory tutoring sessions when assessment scores are below 70%.
- Complete all state required tests as well as any program pre/post assessments or benchmarking tests.

Registration

Applications to attend our school are available on the district website for the WVA (www.wickenburgschools.org). There is also a sample registration form in the appendix of this handbook. When the application is filled out, and signed by a parent/guardian as well as your counselor, then it can be sent by fax, email, or regular mail to the Executive Director, Marcia Hespen or Director, Rose Garcia. If you desire to mail the form, send it to: 920 S. Vulture Mine Rd., Wickenburg, AZ, 85390. If you prefer to fax it instead, the number is 928-684-6746. Or you may also choose to email it to mhespen@wickenburg.k12.az.us or rgarcia@wickenburg.k12.az.us. A WVA Administrator will contact you, and let you know the status of your application within 7 business days.

Each Academic Session is nine weeks long, and students usually start courses **only** at the beginning of an Academic Session, unless approved by a WVA Administrator. (See 9 week block calendar at the end of this handbook) If the student starts a week or two later, he/she must still complete classes assigned by the end of the academic 9 week session even though he/she did not have nine weeks to complete the courses. When students begin by the fourth week in the Academic Session he/she is usually given two classes instead of the normal three class academic load.

Students take no more than three online course credits at a time in an academic session, however if the student is completely done with all 3 courses assigned before the end of the academic session, then a new class will be assigned. Students can always work ahead and should not ever think they have “no work to do” or that they cannot progress faster if this is a personal goal.

Enrollment Process

1. When the student has been contacted that his/her application form has been approved for The Wickenburg Virtual Academy, students must enroll through the WVA School Registrar, who can be reached at 928-684-6715. Enrollment packets can be faxed or emailed to the student/parent. Please let us know which way you prefer.
2. Once the student completes the enrollment packet, they may mail, fax, or email the completed packet along with all required documentation to WDLP.
 - a. Mail to: 920 S. Vulture Mine, Wickenburg, AZ 85390
 - b. Fax to: 928-684-6746
 - c. Email to: rgarcia@wickenburg.k12.az.us

Please note that the enrollment packet requires these types of documentation:

- Completed application packet (all areas signed)
- Arizona Residency Affidavit with **2 forms of residency documentation.**
- Copy of Birth Certificate
- Copy of immunizations
- Withdrawal slip from previous school
- Copy of transcripts from previous school
- Copy of mandated state assessment results

Immunizations

Arizona law requires certain minimum immunizations before a student enrolls in school. A complete record of all immunizations your student has received must be furnished to the school. The record must be current and signed by a recognized medical authority as designated by the Arizona State health Department. If such a record is not furnished to the school, regulations specifically demand that we disallow the student’s participation in the school until the record, or a signed statement of exemption, is in our possession.

School, Student, & Parent Compact for Student Success

We believe that by taking shared responsibility for learning, we can ensure that the students enrolled in WDLP/WVA will be successful learners and members of our community.

At the WVA/WDLP, the STAFF, PARENTS, and STUDENTS pledge to WORK TOGETHER to:

- Set high standards and expectations for all students.
- Provide and support sound instruction for all students.
- Apply modern technology in our daily learning

WDLP/WVA Staff Responsibilities

- WDLP/WVA agrees to offer a rigorous and challenging academic program.
- WDLP/WVA agrees to provide extended learning opportunities, where students can receive extra support and tutoring after the regular school day at least 3 days per week.
- WDLP/WVA will set firm and fair safety and discipline policies.
- WDLP/WVA Staff agrees to fully support the school policies as outlined in this handbook.
- WDLP/WVA Staff agrees to check email and respond each day, Monday through Friday within 24 hours. Email response will vary during the evening and weekends, according to a staff member's personal and family obligations.

Parent Responsibilities

- Parents agree to actively encourage students to log in and complete school work as listed on the course syllabi for each class the student is actively enrolled in.
- Parents agree to support learning at home by providing high speed internet and a computer that has the ability to open and operate digital multi-media lessons in the school curriculum.
- Parents agree to fully support the school policies as outlined in this handbook and to communicate regularly with instructors when questions arise.
- Parents will ensure that their students are in "attendance", defined as academic engagement for 5 hours per day for 5 days per week as a minimum requirement. If goals and assignments are not met, more time each week will be required so the student can successfully pass courses and gain academic skills.
- Parents will submit weekly attendance forms by fax, mail, or email to the director.

Student Responsibilities

- The student understands that he/she must have access to and fluency with a computer that has high speed internet in order to be successful in the WVA/WDLP Program or School.
- Students enrolled in WVA/WDLP agree to abide by all rules listed in the Wickenburg Unified School District "Internet and E-mail User Agreement/Permission Form." Failure to abide by these rules may result in loss of credit and revoked access to WVA/WDLP.
- Independent access to the WDLP/WVA) website and the WDLP/WVA Moodlerooms district website is provided to students who agree to act in a considerate and responsible manner. Access is a privilege, not a right, and entails responsibility. Students are responsible for appropriate behavior/communication just as they are in classrooms or school buildings.
- The student understands that if his/her hardware and/or software fails, that he/she must assume responsibility for making necessary repairs or arrangements in a timely fashion so that coursework can be completed or make arrangements to work consistently at a library or our WDLP/WVA lab.
- The student understands that it is his/her responsibility to complete all assignments in a timely manner and that the student's grade will suffer if assignments are not completed by the course due dates.

Attendance Policies

Attendance in WVA courses will be measured through participation in assignments, in discussion forums, and in general correspondence with the WVA teachers, as well as hours recorded in the learning management system. Attendance log sheets will be submitted each week, reflecting a minimum of 25 hours per week and the completion of all assigned work. Dates and times can be flexible, according to what works in the student's schedule. However, the minimum hours must be completed as well as all work for each class. If evenings and weekends work better for the student, this is fine, but the student will not have the advantage of emailing a teacher and getting a prompt reply immediately back. All teachers work in our classroom/lab from 8:00 a.m. to 3:30 p.m., so they will not be available later in the evening. Teachers will post their hours to check progress and answer emails each day, so the student knows when to expect a reply. The attendance log will be signed by both parent and student and submitted each week.

All WVA courses are designed to be highly interactive and require that the students participate in the course content online each week, and communicate through email to the instructor when needed. A student's learning and ultimate success depends upon participation. Extended periods of non-participation in an online class will be evident in the following ways:

1. Failure to log into the course following attendance guidelines, or complete assignments.
2. Failure to communicate with instructor through email.
3. Failure to submit required discussion posts or email required offline assignments.

In any instance where technical difficulties prevent a student from full participation in a course, students should notify their WVA instructor immediately so that the problem can be resolved.

Drop/Withdrawal Policy

A student may withdraw from his/her courses with no academic penalty on or before the 10th day in an Academic Session or on or before the 20th day of a year-long course. No grade is put on transcript.

After the 10th Day of Class

After the 10th day of class after the student has started the course, all drop/withdrawal requests must be to the WDLP/WVA Administrator. The request should contain: Student name, Course, Instructor Name, Reason for withdrawal with as much detail as possible. The students will receive either a WF (withdrawn failing) or a WP (withdrawn passing) designation on their transcript. The only exception to this policy is if the student was granted a "hardship drop" by the WDLP Administration. All books and/or materials must be returned as the student withdraws from school.

Hardship Drop

A student may be dropped at any time during the course due to hardship. The student will be reported as a drop. The student must meet the following to qualify for a hardship drop:

1. The student has moved out of state.
2. The student has lost access to a computer or has other technical difficulties.
3. The student has an extended medical illness, verified by doctor's note.

NOTE: Students who drop a class after the 10th day because they found the course too difficult or because they changed their minds will receive a grade of "WF" on their transcript.

Grading Standards and Requirements

The Grading Scale use for Online Learning will be:

A = 100%- 90% Highest grade.

B= 89%- 80% Above average grade

C= 79%- 70% Average grade

D= 69%- 60% Below average grade

F= 59% - 0% Below standard

WF= Withdrawn Failing (recorded on student transcript when past 10 day limit)

WP = Withdrawn Passing (recorded on student transcript when past 10 day limit)

Assessment and Final Examination Policy

- All Final Exams must be completed at an arranged & approved proctoring site.
- Final exams must be passed at a 60% minimum to receive credit for the course.
- Rescheduling a retake of a final exam can only be done after the student has completed “re-teach” assignments from the online instructor. **Final Exams can only be retaken once.**
- All required state exit exams must be taken by all sophomores, and any junior or senior who has not yet passed the minimum passing requirements. Failure to take this assessment exam is cause to be withdrawn from the program. State exit exams are mandatory and no exceptions shall be made.
- All textbooks and/or materials must be returned at the time of a final exam.

Graduation Requirements for Wickenburg Virtual Academy

Students must complete a total of 22 units of credit listed below for a regular diploma. These requirements do not take in consideration MOWR diploma requirements.

Class of 2015 and Beyond

English – 4 credits

Math – 4 credits

Science – 3 credits

World History/Geography – 1 credit

American History – 1 credit

American/AZ Government & Economics– 1 credit

PE – .5 credit

CTE or Fine Arts – 1 credit

Electives – 6.5 credits

Academic Integrity

Students must agree to adhere to high standards and expectations. This specifically means:

- Your work on each assignment will be completely your own
- Your collaboration with another classmate on any assignment will be pre-approved by your instructor.
- You will not practice plagiarism in any form.
- You will not allow others to copy your work or notes.
- You will not misuse content from the Internet.

Fair Use

Fair use guidelines are suggestions developed to help educators and students to make the most of the materials used in a classroom situation. Under these guidelines, students may include materials from copyrighted sources if the use is non-profit, and if the audience is limited to the class participants and teacher. Fair Use doesn't exempt you from citing your sources, but it does help students who are working to complete a class assignment to legally include copyrighted materials in their work.

Plagiarism

Essentially, to plagiarize is to take someone else's ideas as your own. This is a form of cheating and may result in disciplinary action including a grade reduction on the assignment or a failure of the course. Usually, plagiarism happens because students are not informed as to what constitutes plagiarism. The following resources are available to help students understand plagiarism and to help them avoid it:

Understanding the responsibilities in citing sources:

<http://www.learnnc.org/lp/pages/citingsources>

Helping students avoid plagiarism:

<http://www.learnnc.org/bestweb/iubwritingpamph>

<http://www.learnnc.org/bestweb/libresearch-duke>

Other Resources for Maintaining Academic Integrity:

- Online Guide to Writing and Research
http://www.umuc.edu/prog/ugp/eewp_writingcenter/writinggde/welcome.shtm
- Nuts and Bolts of College Writing
http://www.nutsandboltsguide.comDiscipline_Code

Understanding Plagiarism

- Citing Credit on "Common Knowledge" - "That's common knowledge so I don't have to give credit to the source." If the item is a fact, you do not have to cite your source. If, however, the fact includes some context or phrases that are someone's interpretation of those facts, you must cite the source. See the Not-So-Common Knowledge document from Princeton University available at <http://www.princeton.edu/pr/pub/integrity/pages/notcommon.html>
- Paraphrasing and Reordering Words - "I have changed around the words so I don't have to give credit to the source." You may not need to use quotation marks when you reorganize the words from your research sources, but the original ideas are not yours. Reordering words or paraphrasing is still using someone else's ideas. Even if you paraphrase, the ideas belong to the author and you must cite the source to show you are not trying to take credit for the work of another.
- Citing facts and information references. You might think, "Those numbers are available in three books so they are facts, they are common knowledge. I don't need a citation." If someone reading the paper will wonder where the information came from, you need to cite your source. When it comes to numbers, always cite the source. If readers know the source they will be able to check how current the information is, review the research techniques of the data collector, and generally evaluate the numbers to confirm they are valid. Without the citation, a reader cannot make a valid judgment about the numbers you used.

Using a Style Guide

Use a style guide to make sure your citations are done correctly. Check with your teacher to confirm which style he/she requires. You should be able to find the following guides in your school library.

- APA Style: <http://www.apastyle.org>
- MLA Style: <http://www.mla.org>
- Chicago Manual of Style: <http://www.press.uchicago.edu/Misc/Chicago/emosfaq/cmosfaq.html>

Copyright

Poems, images, photos, stories, and publications are all property. They are owned just like a computer, car or home can be owned. This kind of property is called “Intellectual Property”. Copyright law is designed to protect Intellectual Property of others. As stated in the section on plagiarism, violation of this law is often unintentional, but it is still a form of cheating.

As soon as a document is in a “fixed form”, written, added to a Web Page, and/or published in a book – it is copyrighted.

(Source for Academic Integrity section is <http://www.ncvps.org>)

Student Achievement Standards

Listed below are the Academic Levels, along with a description of each. These levels describe academic performance necessary in order to main eligibility of Program.

Level One:

These students are consistent in their work and communications. All students begin on Level One, and remain there as long as they meet goal expectations. These students are able to participate in all school functions.

Descriptor:

Student works daily with module and lesson completion to main goal accomplishment. Online teacher monitors and offers support when needed to ensure that the student is successful.

Checklist of a Level One WDLP Student:

- ____ Academic goals met weekly
- ____ Communications once per week via skype, email, texting, and/or phone call.
- ____ Attends face-to-face meetings with teacher when required.
- ____ Appropriate communication 24 hours in advance from student if canceling a meeting
- ____ Attends state mandated testing.
- ____ Logs into the WDLP learning system 25 hours per week, completing online curriculum and offline assignments according to syllabus due dates.
- ____ Regularly checks email and responds when necessary.

Trigger Mechanism Causing a Level Drop:

All the criteria necessary to meet each level is required. In the event that a student fails to reach Level One goals during any given week, they will enter a probationary period for the next 7 days in which they need to get back to meeting all criteria. Failure to reach that goal will then necessitate a designation of Level Two or Level Three according to where their current placement is.

Level Two:

Students who may have dropped below the goals in the last 14 calendar days. This is a WARNING stage and time for the student to check the compass and make an adjustment. Interventions (listed below) will be chosen by the instructor and implemented to ensure the student success. (Parent notified)

Interventions that may be put into place for Level Two:

- _____ Re-evaluation of student goal schedule – strategizing a way to catch up on work.
- _____ Communication ramps up to every 72 hours with the online instructor
- _____ Student checks email daily, and responds when necessary

Level Three:

Students who continue to fall below goals and standards and have not made satisfactory gains. Level Three students may not participate in regular school activities until satisfactorily bringing work back up to academic goals set. This is clearly a “PROBATIONARY” stage—and parents are notified.

Interventions that may be put into place for Level Three:

- _____ Parent meeting is scheduled with administrator, with student in attendance as well
- _____ Communication with online instructor ramps up to every 48 hours
- _____ Student checks email daily and responds when necessary
- _____ Student attends our lab as a “blended student” every day till caught up if possible

Level Four:

Students who continue to fall below academic goals and standards, with Level Two & Three interventions in place, face serious consequences and will be withdrawn from WVA.

Method of improving student Level:

When determining the appropriate Level, the instructor will examine the record of behavior for the last 14 days—including weekends or holidays. Every day is an opportunity to make progress in the right direction, and there are times in the year when every student gets a fresh start! Students who have fallen from Level One are notified the day they make it back. As they progress upward through the Levels, they are encouraged and reminded that they are improving. Thus the mechanism for moving between stages is time.

STUDENT ETHICS STATEMENT

Prior to beginning any course, the WDLP/WVA student must sign this statement to ensure the integrity of the educational experience with WDLP/WVA. Included in this statement of assurance is:

As a student of the WDLP/WVA, I will abide by all rules and regulations published by the WDLP/WVA handbook as well as any regulations published by my local school. I agree that I am subject to the jurisdiction of all disciplinary panels and procedures established by WDLP/WVA and the Wickenburg Unified School District. All assignments I submit to the instructor and all tests I take shall be solely performed by me, except where the instructor has requested that I participate in a group project. I will not submit work that is plagiarized or otherwise violates copyright laws.

As a user of the internet courses of the WDLP/WVA, I agree to access the internet courses only for lawful purposes. I will respect the privacy of other users, and I will respect the integrity of the computer systems and other users' data. It is my responsibility to respect the copyright protection of licensed computer software. I will not obstruct, disrupt, or interfere with the teaching and learning occurring on the website, through computer "hacking" or any other dishonest methods. I will not harass, stalk, threaten, abuse, insult, or humiliate anyone using the WDLP/WVA computer system or any other computer system utilized in my local school district. This includes, but is not limited to, demeaning written or oral comments of an ethnic, sexist, or racist nature as well as unwanted sexual advances or intimidation. I understand I may be held liable for monetary damages for any wrongful actions I undertake.

As a member of the WDLP/WVA community, I am solely responsible not only for adhering to all relevant laws, statutes, rules, and regulations, but also Wickenburg Unified School District standards, rules, and regulations as well. This also pertains to any local school district that I reside in, if outside of WUSD #9.

Signed: _____
Student Name Date

Signed: _____
Parent/Guardian (if student is under 18 years of age) Date

TECHNICAL REQUIREMENTS

All students will have access to a computer either through working onsite in the WDLP/WVA classroom/lab, or via use of a personal computer at their home. Students at the WDLPWVA lab site are provided a Dell Laptop or Desktop Computer, D620 Series – Intel Duo 1.83GHz, 2GB Memory, 60GB HDD, CDRW/DVD Combo, Wireless 80211 a/b/g, Bluetooth, AC Adapter, 14.1” Widescreen; Windows 7, computer for their use, although these machines are not removed from the school site. Most students interested in the program have access to a computer and Internet connectivity at home. If for some reason a student temporarily does not have Internet access at home, the student **MUST** come to our lab or another site to be able to continue work. The WDLP/WVA lab will be open three nights per week until 5:45 p.m. for individuals to complete assignments.

Students enrolled in WVA, will need to be able to work fully online at home. They will need to meet the following hardware and Internet connectivity standards with personally owned computers:

- High Speed Internet connection is required. (DSL or Broadband connection)
- 2.33 GHz or faster x86-compatible processor
- 1 GB of RAM
- Screen resolution 1280 x 960 or greater recommended
- Internet Explorer 7.x 8.x, or 9.x
- Windows Operated System of 7 or higher. Please note that Safari does not work at this time.
- Google Chrome (all versions)
- 50 MB of available disk space (local cache / temp files)
- Use of Google Docs rather than require the purchase of Microsoft Word for home use

Installation of plugins as needed by GradPoint browser tune-up such as:

- Java Script™ and Active X must be enabled in the browser
- Adobe® Flash® Player 10.x or higher
- Adobe® Shockwave 10.x or higher
- Adobe® Acrobat Reader (latest version)
- Additional Math Fonts (available on the Browser Tune Up site)

Setting Up Your Computer

1. Go to the Gradpoint Curriculum by first logging into our MoodleRooms (mrooms) district site at <http://wusd.mrooms.net> . You should have a login name and password **that was given to you at the time of registration. Please write this down, so you can login when you get home.** After you log in you will see Site News & announcements. Please check this page every day. It is our only way of keeping you up to date with senior requirements, activities, holiday announcements, etc. We also link our calendar to that of WHS – so this is your way to stay involved and up to date.
2. Next, on the front page of Mrooms you will see options for accessing your courses. If your instructor told you that your course was in Gradpoint, you will click the link labeled “Gradpoint Curriculum Link” in the center of the mrooms front page – about half way down the screen. That link directs you to our Wickenburg Gradpoint classes – located at <https://wusd9046-waa-ccl.gradpoint.com> .
3. Once on the GradPoint site, before you login with your personal information, please take the time to do the “Browser Tune-up”. If you click that box BEFORE you log in, it will run a diagnostic quickly of your computer plug-ins that are necessary to successfully complete your lessons and tests. If you don’t do this step, you could spend an hour on a lesson and

then be missing critical functions or buttons that allow you to submit the lesson or see needed information. So, please stop and do this BEFORE you ever try to work off site at home on lessons. You will save yourself time in the long run. This browser tune-up will direct you to update plugins needed to operate your lessons. Pearson is a reputable company and their updates are safe for you to access. It will never take you to a site that would be dangerous or harmful for your computer. It will also tell you if you are using a browser that is not compatible – such as Safari and Firefox, used with iPads.

4. Please note that we are usually using Google Chrome as our browser, but if you have problems at home, you could try Internet Explorer also.
5. If you have trouble getting your computer set up – you may email your online instructor. For more complicated questions though, you may need to call the Help Line for NovaNET. Their number is: 1-888-977-7100. Select GradPoint- NovaNET, as your product choice when prompted with the Pearson helpline.
6. Popup Blockers. You will also want to configure your Popup blocker to allow Popups from Gradpoint. There are numerous Popup blockers available, so it would be impossible for us to tell you how to disable the one you are using. Most Popup Blockers will allow you to add certain sites to a list of acceptable sites to allow Popups. Also, it is possible to have numerous Popup blockers installed on your browser. If you do, each one will have to be configured to allow popups from this site. Examples would include your browser, Google Tool Bar, Yahoo Tool Bar, and any security software you may running.

Tips for Online Communication

Students are to respect both their instructors and peers in the WDLP/WVA online environment just as the traditional schools have guidelines and policies for the classroom. WDLP/WVA holds the students to high standards of communications. Students' behavior will be in compliance with all WUSD #9 policies and procedures, and as well as all civil and criminal laws and regulations.

Discussion Assignments

Discussion forums are commonly used in online courses. Used correctly, these forums can be powerful learning tools. Students gain much insight into a particular topic by reading and posting their thoughts in a structured discussion forum, and then reading others thoughts and interpretations on the same topic. Higher order thinking skills of analyzing, synthesizing, and evaluating are used as students engage in these discussions, and each student learns much more than simply reading and studying alone. In order to do this effectively, use proper "NET Etiquette".

1. Keep messages related to topics that are pertinent to course topics. Nothing is more frustrating than having someone post a nonrelated comment in the middle of an interesting dialogue.
2. Put some time and thought into your post. Carefully read the content being discussed and take time to really put together your thoughts and feelings on the subject.
3. Take time to read others posts. Their comments can help you grasp the subject better.
4. Keep criticism constructive. Discussion forums are a good place to debate issues, but keep the focus on the issues. Never attack anyone personally.
5. Remain respectful when you disagree with someone. Using all caps, long rows of exclamation points, or large bolded fonts are the online equivalent to yelling. Most people don't appreciate a rant.
6. Re-read messages before posting them. Try to "hear" the tone in your message. Many times we don't mean to sound critical, but in online discussions people can't see your facial expressions so it is not always easy to judge the intent behind a comment.

Constructive Debate

Discussions will not be effective without some degree of debate or disagreement. In responding to something you disagree with, it is essential that you are specific in what you want to respond to:

Example: I thought what you said about Ahab's obsession in Moby Disk was good; however, I don't think he was crazy....

Notice how the example cites the post, and then focuses the response on a particular point within the post that is being responded to. In your online course environment, your classmates won't necessarily be able to reference the portion of a post you are responding to unless you tell them. So be sure to restate what you are responding to in order to give context to your contribution.

Email

Email is the most commonly used electronic communication tool. WDLP/WVA students will be provided a district gmail account, which will use the students first name, last name, dot, wusd, @ gmail.com. An example of this would be: john.doe.wusd@gmail.com. They will be expected to use this account when communicating with instructors and/or other students. Instructors gmail will be similar but they will only use the first initial of their first name, with their last name following. Example would be: scanham.wusd@gmail.com. This is our math teacher's school gmail. Using gmail helps use all the google tools for writing, presentations, and spreadsheets—which are all free. Also, gmail is rarely down on weekends.

When using email, please be considerate of the following tips:

1. When emailing instructors clearly state the nature of the message in the subject line of the email. Instructors are busy teaching students attending each day in the blended online classroom as well as the complete online forum. Because of this dual teaching role, they must communicate quickly with you, and try to solve the problem efficiently. Subject line codes such as: HOMEWORK QUESTION, CLARIFICATION ON A LESSON, COMPUTER/ACCESS PROBLEM, & NEED TO BE ABSENT-MEDICAL –are all messages that help the instructor to quickly see what the nature of your email is addressing.
2. Students who email instructor(s) Monday – Friday ordinarily can expect an answer within 24 hours. Students who email instructor(s) over the weekend can expect a response before 9 a.m. on Monday. Instructors may answer much quicker many times, but are not on contract during their free time to do so.
3. Choose a strong email password. The longer the password, the harder it is to crack. Don't use personal information, common words, or adjacent keys.
4. Don't send chain letters to others. Many times they can carry a virus or spyware. Don't open them and don't forward them.
5. Keep your computer updated with virus protection. Anti-virus and anti-spyware software can scan incoming communications for troublesome files. Look for software that can update automatically.

Student Records (FERPA)

Access to educational records is governed by federal law (Family Educational Rights and Privacy Act). Parents and students 18 years of age or older have the following rights in connection with educational records:

1. To inspect and review the student's educational records.
2. To request amendment of the student's educational records to ensure that the records are not inaccurate, misleading or in violation of student rights, including the right to a hearing, if necessary.
3. To consent to disclosure of personally identifiable information contained in the student's educational record, with the exception of information deemed "directory information" which may be disclosed without consent unless the parent/eligible student directs in writing that this information not be made public without prior consent. Disclosure may also be made without consent in certain circumstances allowed by FERPA.
4. To file complaints with the U.S. Department of Education.
5. To obtain a copy of Governing Board Policies by requesting a copy from the Program Director or Program Administrator. Copies of these policies may also be obtained online at www.wickenburgschools.org . Non-custodial and divorced parents have equal rights relating to student records unless the school has been provided a court order to the contrary.

Student Privacy Directory Information

The Title IX, *No Child Left Behind Act of 2001*, Section 9528, and WUSD Board Policy states that school administrators are required to provide information to universities, colleges and the U.S. Armed Services recruiters when such release is clearly in the student's best interests. This information includes names, addresses, and telephone listing, date of birth, class designation, participation in officially recognized activities and sports, awards and honors received, the student's photograph, and the name of the school or school district the student attended prior to enrollment in the Wickenburg Unified School District. Parents may request, in writing, that such information not be released for their child without prior written parental consent.

PART TWO: WDLP Blended Online Curriculum & Program Delivery

The Blended Online Classroom is the second option of curriculum delivery offered through the Wickenburg Digital Learning Program and serves students who are currently enrolled in Wickenburg High School. This option offers students a digital curriculum that will be worked on each day in the WDLP classrooms, and requires the student to work after school in our digital classroom/lab if the student gets behind. The benefit of the blended online model is the availability of highly qualified instructors in the classroom, enabling the student to receive extra instruction and direction in his/her lessons immediately. Students will typically accomplish more each day, with better comprehension of the material when they participate in this blended online option. Students are allowed to work on lessons at home besides the classroom, but **MUST** stay after school if he/she falls behind in assignments. Students always have a syllabus of the entire nine week course when they begin an Academic Session or Block. They are allowed to work ahead if they wish, but must not fall behind or they are assigned mandatory work sessions after school.

Students choosing the Blended Online Option will be enrolled in a daily schedule at the WDLP/WHS campuses and must attend school each day. Students must follow all policies and procedures covered in the WUSD Rights & Responsibilities Handbook as well as the Wickenburg High School Handbook and this WDLP Handbook. All of these documents can be found on the district website at: www.wickenburgschools.org.

As a student of the Wickenburg Digital Learning Program, I pledge to:

1. *Attend school regularly.*
2. *Work to the best of my ability in class and at home.*
3. *Respect other students and staff at all times.*
4. *Cooperate with staff and follow all WDLP, WHS, and district rules.*
5. *Have high expectations of myself and others.*
6. *Help to keep the school safe.*

Students attending the Blended Online Classroom must adhere to many of the work guidelines provided in Part One of this user guide for the Fulltime Online Student, as well as the contract and guidelines provided below:

Wickenburg Digital Learning Program Academic Progress & Attendance Contract

1. On the day of an absence parents/guardians must notify Wickenburg Digital Learning Program of any absence at (928) 684-6717. State law requires that a reason for absence must be recorded. Communications may be left in English or Spanish, for the parent's convenience.
2. All students need to attend full-time (minimum of 5 hours by state law).
3. If a WDLP student is enrolled in a WHS class, attendance in those classes is mandatory. Ditching or behavior problems in the class or lack of work will be cause for the classes to be dropped from the student's schedule
4. Students will complete a minimum of three half credit classes every nine weeks, which means each student will earn 3.25 credits per semester if all classes are passed. Students may accelerate their academic progress beyond these minimum standards but are limited to no more than three (3) semester classes each block so the way to accelerate is to finish courses early so the student may begin new ones before the nine weeks is over.
5. Students have a total of 10 excused absences allowed per semester. After that, the student will need to go through an appeal process in order to receive credit for the current semester's classes. Please bring in documentation all along, and not just at the end of the semester.
6. The student will turn in finished work every day. If the student has questions, then he or she will ask the teacher for assistance. If the student uses his/her time well each day, it is possible to always finish your classes. Students who are consistently behind have either been chronically absent or wasted lots of time each day.
7. Cheating is a serious matter. Students that copy someone else's work, or cheat in some other manner, may lose credit for the assignment or test. This could result in the loss of class credit. Consequences will be followed as listed in the WUSD Discipline Matrix, but will involve suspension and up to removal from WDLP or WVA.
8. Participation in extracurricular activities such as sports, clubs, or performing arts is a privilege and students must follow the eligibility guidelines. Eligibility status will be determined each week. Student MUST check with each teacher to make sure all obligations are met BEFORE the actual day of an activity or game.
9. *Afterschool work sessions are a key to our program's success. All students must agree to catch up on work if behind, and stay after school when assigned.* Only a parent can excuse a student, and after 3 absences from these sessions a parent conference must be held. This rule is meant to help students pass classes and graduate. If a student cannot catch up on work at home, and consistently does not stay after school to catch up either, he/she will be in jeopardy of being removed from the program.

I have read, and understand the attendance, work requirements, and mandatory after school sessions.

Student Signature and Date

Parent/Guardian Signature and Date

GENERAL RULES OF CONDUCT

Digital Classroom and Lab

1. I understand that the incorrect use of cell phones, smart phones, IPADS, tablets or other electronic devices will not be tolerated. Consequences will be according to the WUSD Discipline Matrix.
2. If student listens to his/her own personal music player, he/she must be able to:
 - Keep music volume low and not disrupt the classroom in any way.
 - Constantly progress in work, comprehending all material, & stop usage when it interferes.
 - Listen to the music alone, not sharing the music.
 - Not plus the device into our computer system, or listen to online music. (This affects our internet bandwidth – and slows everyone down- so this is strictly enforced. Sorry.)
3. I agree to follow the WUSD Technology Agreement, in its entirety. Students will not use the computer/internet to play music, check social networks, download any content, or browse the internet for any information that is not related to a current class assignment. Consequences will be according to the WUSD Discipline Matrix. (Agreement is located in Appendix)
4. I will respectfully comply with all lawful instructions of a teacher, school administrator, or any other district employee.
5. I agree to work quietly, realizing the need for a work environment which helps all students and staff work effectively. Disruptive behavior or insubordination cannot be tolerated as they interfere with everyone's educational opportunity and will be dealt with according to WUSD Discipline Matrix.
6. **I agree to complete my assignments daily, according to my course syllabus. If I am not finished with the day's work, I agree to stay after school to finish it. I understand that this is a mandatory policy of enrollment for the WDLP blended program, since it is a key to the student success.** *(Parents may excuse their student 3 times in a 9 week period due to prior appointments, etc.)*
7. For safety reasons, I agree to submit to a security check at anytime. These may be random drug dog classroom searches as well, helping our campus to be a safe environment.
8. I understand that district transportation is a privilege. I will comply with all rules and regulations. If I violate those rules I will be subject to disciplinary actions and removed from district transportation.
9. I understand that students are never allowed to "hang out" in either the WHS or WDLP parking lots or the wash area in between the WDLP/WVA and WHS campuses. Students will go quickly to his/her destination without loitering in any of these areas.
10. I realize that driving and parking on school grounds is a privilege and I must follow safe driving habits and follow the prescribed parking procedures on any school campus or my school parking permit could be revoked.

I/We have read the rules of conduct, and am/are aware of the disciplinary expectations:

Student Signature and Date

Parent/Guardian Signature and Date

Appendix A

WDLP & WVA Application Form



“Taking Knowledge to Infinite Levels”

Please complete all parts of this application form, including required signatures before submitting. This form should be mailed, faxed, or emailed to Rose Garcia, Director, 920 Vulture Mine Rd., Wickenburg, AZ 85390, Fax: 928-684-6746. You may also print, fill out, and scan to: rgarcia@wickenburg.k12.az.us. If you are accepted to WDLP or WVA, you will be contacted within 7 days or less, to let you know how to complete the WVA enrollment process or to receive confirmation of obtaining a WDLP course in your regular school day.

Program Choice: (Please check type below)

1. WHS fulltime student, requesting placement in WDLP as part of regular school schedule during 8 a.m. to 3 p.m. _____
2. Fully Online, enrolling in only Wickenburg Virtual Academy, and taking all classes through our school. _____

Student Name: Last _____ First _____ Middle Initial _____

Address: _____ City _____ State _____ Zip Code _____

Home phone () _____ Cell Phone () _____ Work phone () _____

Student Email _____ Parent Email _____

Student Date of Birth: _____ Male Female

White Asian Hispanic Black/African American American Native Alaskan Native

Current Grade level, check one: **Are we transferring credit back to your home school? (If applicable)**
9 10 11 12 Yes No

The Course(s) I would like to take through WDLP as part of my WHS school schedule are: _____

If enrolling in the Virtual Academy, all courses will be in our school. No courses may be taken on the WHS campus since we are a separate online school. If you are taking online supplemental courses to transfer credit back to your home school outside of the Wickenburg School District, please be sure to have your school’s counselor sign the 2nd page of this form. All WUSD students, be sure to have your counselor sign this form indicating they are aware and agree with your plan.

I have read the catalog and understand all policies contained herein. I have also read the Appropriate Internet Use Page and understand what is expected for enrollment into any WDLP or WVA course.

Student Signature and Date

Parent/Guardian Signature and Date

Students must follow all policies and procedures covered in the WUSD Rights & Responsibilities Handbook as well as the Wickenburg High School Handbook. Both of these documents can be found on the district website at: www.wickenburgschools.org

Counselor - respond yes or no to these questions:

By signing this application, we, the school of record, agree to accept all credits earned from WDLP/WVA by this student.

Do you recommend online learning for this student? _____

Why? _____

Will your school accept credits earned from our online school or digital program? _____

Is this student currently enrolled in less than 5 classes in his/her regular school day? _____

Does the student have an IEP/504? _____ If yes, what subject areas are listed in the IEP? _____

Has the student been enrolled in Title 1 reading/math courses? _____ If yes, which areas? _____

Has the student passed all required state assessments? _____ If no, which state assessments has the student still not passed, and what are the scores?? _____

Counselor Name: _____

Email: _____ Work Phone () _____

Counselor Signature _____ Date: _____

Course 1: _____

Course 2: _____

Please state any other factors you believe we need to know when in considering this application.

ATTENDANCE RECORD

For state attendance purposes, we must have you and your parent/guardian send a log of hours worked each week. You will receive a form, with dates for the Academic Block, as shown below. You will need to keep track of time you spent, both online and offline, each week on required assignments. You and your parent will sign the record each week, and fax, mail, or scan a copy to the Director, Rose Garcia. Failure to do so will be counted as “non-attendance” and you will be withdrawn from the Virtual School if you fail to send these attendance logs in each week.

Wickenburg Virtual Academy Fall 2014 - 1st 9 weeks

Fill in the hours per day that you worked online or worked on offline assignments:

| Week of: | Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | Hours per Week | Required Hrs./Week |
|-----------------------------|--------|--------|---------|-----------|----------|--------|----------|----------------|--------------------|
| August 5-8 | | | | | | | | | 20 |
| August 11-15 | | | | | | | | | 25 |
| August 18-22 | | | | | | | | | 25 |
| August 25-29 | | | | | | | | | 25 |
| September 1-5 | | | | | | | | | 25 |
| September 8-12 | | | | | | | | | 25 |
| September 15-19 | | | | | | | | | 25 |
| September 22-26 | | | | | | | | | 25 |
| September 29-Oct 3 | | | | | | | | | 25 |
| October 6-10 | | | | | | | | | 25 |
| Total Hours per week | | | | | | | | | 245 |

I certify that the hours above are accurate and a true representation of my student's online work through the Virtual Academy.

Student Signature & Date

Parent Signature & Date

Wickenburg Virtual Academy Administrator

Date

**WICKENBURG Digital Learning Program
& Wickenburg Virtual Academy
2014-15 School Calendar
9 Week Academic Block Schedule**

1st Nine Week Academic Block

| | | | | | |
|-----------------------|------------------|------------------------------------|----------------|------------|-----------------|
| <u>August</u> | 4 Teacher Day | 5 1 st day of school | 6 | 7 | 8 |
| | 11 | 12 | 13 | 14 | 15 |
| | 18 | 19 | 20 | 21 | 22 |
| | 25 | 26 | 27 | 28 | 29 |
| <u>September</u> | Labor Day 1 | 2 | 3 | 4 | 5 |
| | 8 | 9 | 10 | 11 | 12 |
| | 15 | 16 | 17 | 18 | 19 |
| | 22 | 23 | 24 | 25 | 26 |
| <u>October</u> | 29 | 30 | 1 | 2 | 3 |
| <u>Block 1 Ends</u> | 6 | 7 | 8 | 9 | End of Block 10 |
| | Fall Break 13 | 14 | 15 | 16 | 17 |
| | | | | | |
| <u>Block 2 Begins</u> | New Block 20 | 21 | 22 | 23 | 24 |
| <u>November</u> | 27 | 28 | 29 | 30 | 31 |
| | 03 | 4 | 5 | 6 | 7 |
| <u>November</u> | 10 | Holiday 11 | 12 | 13 | 14 |
| | 17 | 18 | 19 | 20 | 21 |
| | 24 | 25 | 26 | Holiday 27 | Holiday 28 |
| <u>December</u> | 01 | 02 | 03 | 04 | 05 |
| | 8 | 9 | 10 | 11 | 12 |
| End of Semester 1 | Final Exams 15 | Final Exams 16 | Final Exams 17 | 18 | End of Block 19 |

WDLP/WVA Calendar - 2014-2015 - 2nd Semester

Block 3 Begins

| | | | | | |
|-----------------------|---------------------|------------|---------|-------------|------------------|
| <u>January</u> | 5 | 6 | 7 | 8 | 9 |
| | 12 | 13 | 14 | 15 | 16 |
| | Holiday 19 | 20 | 21 | 22 | 23 |
| | 26 | 27 | 28 | 29 | 30 |
| <u>February</u> | 02 | 03 | 04 | 05 | 06 |
| | 09 | 10 | 11 | 12 | Holiday 13 |
| | Holiday 16 | 17 | 18 | 19 | 20 |
| | 23 | 24 | 25 | 26 | 27 |
| <u>Block 3 Ends</u> | March 02 | 03 | 04 | 05 | 06 |
| | Spring Break | March 9-13 | | | |
| <u>Block 4 Begins</u> | March 16 | 17 | 18 | 19 | 20 |
| | 23 | 24 | 25 | 26 | 27 |
| | 30 | 31 | April 1 | 02 | Holiday 03 |
| <u>April</u> | 30 | 31 | 01 | 02 | 03 |
| | 6 | 7 | 8 | 9 | 10 |
| | 13 | 14 | 15 | 16 | 17 |
| | 20 | 21 | 22 | 23 | 24 |
| <u>May</u> | 27 | 28 | 29 | 30 | May 01 |
| | 04 | 05 | 06 | 07 | 08 |
| | Senior Finals 11 | 12 | 13 | 14 | 15 |
| End of Semester 2 | Final Exams 18 | 19 | 20 | Last Day 21 | Graduation 22 |