



## Advanced Course Options

At Waupaca High School, our mission is to “develop our students' capabilities to achieve their dreams and make the world a better place...” In order for us to achieve this mission, we strive to connect student’s specific academic, career, and personal needs with our robust offering of educational opportunities. With every student, we work to create a graduation plan of study that best prepares them to succeed in their post high school graduation goal. Creating a graduation plan, which is also referred to as an Academic and Career Plan (ACP), requires the careful alignment of graduation requirements and career related courses. Because many career related courses provide students with the opportunity to earn college credit or industry recognized certifications, there are costs associated with most of these advanced courses.

The purpose of this document is to inform students and families of the advanced course options and any associated costs that your student has selected for the upcoming school year. Page 2 is a summary of the courses your student has signed up to take and any associated costs. Explanation of courses and programs begin on page 3. If you have any questions about these courses and/or their costs, please contact your student’s counselor: Bill Storck (last names A-L) or Jeff Dolski (last names M-Z) at 258-4131.



## Advanced Course Options

Student Name: \_\_\_\_\_

Course Number & Name	Course Provider	Method of Course (ex: at WHS in person, online, at UWSP, etc.)	Course Start Date	Course Completion Date	Course Costs & Due Dates
<i>Ex: ENG08 Communications 111</i>	<i>WHS via CAPP</i>	<i>At WHS in-person</i>	<i>9/1/24</i>	<i>1/20/25</i>	<i>\$400 due within 15 days of course start date</i>
<i>Ex: AP Macroeconomics</i>	<i>Rural Virtual Academy</i>	<i>Online via the Rural Virtual Academy</i>	<i>9/1/24</i>	<i>1/20/25</i>	<i>\$0 provided the student successfully completes the course by course completion date, \$250 otherwise</i>

### ACKNOWLEDGEMENT

By signing below, you acknowledge that you have read, understand, and agree to the expectations of the courses and associated fees noted above. Signed forms must be returned to the Student Services Office prior to starting any course noted above.

\_\_\_\_\_  
School Counselor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date



## Advanced Course Options

To assist students and families with understanding advanced course options and their associated costs, the remainder of this document is broken down into the following sections:

- Courses Offered at Waupaca High School
- Courses Not Offered at Waupaca High School

### **COURSES OFFERED at WAUPACA HIGH SCHOOL**

Page 3 of the WHS Course Offerings Catalog (found on the WHS webpage/Student Services/Scheduling/Course Catalog & Flow Charts) lists current AP, CAPP, and Dual Credit courses offered at Waupaca High School. While this comprehensive list meets the needs of most students, this is not an exhaustive list of every advanced course option available to our students. Based on a student's Academic and Career Plan, other advanced course options may be available. Students must work with their counselor on enrolling in the most appropriate courses.

- **AP Courses:** AP, or Advanced Placement courses are offered in a variety of departments at WHS, excluding our English/Language Arts department (because we offer CAAP ELA courses).
  - There is no fee for a student to participate in an AP course, but students must pay to take the AP exam if they desire to earn college credit. While taking the AP exam is not required, we strongly encourage all students enrolled in an AP course to take the exam. Students who pass the AP exam earn college credit. Please see the [AP vs. CAPP document](#) for more information.
  - Students who qualify for free/reduced lunch **and** fill out the additional fee waiver request form pay \$0.00 for the exam and are only responsible for late fees or cancellation fees.
  - Final grades will be provided by the course instructor and will be factored into the student's G.P.A.
- **CAPP Courses:** CAPP, or Cooperative Academic Partnership Program courses, are offered in our English/Language Arts department.
  - While a student may participate in a CAPP course for high school credit only, those who enroll in UW-Oshkosh through the CAPP program will also be eligible to earn college credit. The cost for CAPP course credits is set by UW-Oshkosh annually; a portion of this fee is paid by the school district, while the student/family is responsible for rest and any additional costs (i.e., textbooks). Please see the [AP vs. CAPP document](#) for more information.
  - Students who qualify for free/reduced lunch **and** fill out the additional fee waiver request form are eligible for a reduction in their course fee and are responsible for late fees or cancellation fees.
  - Final grades will be provided by the course instructor and will be factored into the student's G.P.A.
- **Dual Credit Courses:** Dual Credit courses provide students with the opportunity to earn technical college credits in a variety of departments at WHS.
  - The WHS Course Offerings Catalog provides course specific information regarding each dual credit course.
  - Most Dual Credit courses are free for WHS students.
  - Final grades will be provided by the course instructor and will be factored into the student's G.P.A.



- **Online Learning:** The School District of Waupaca partners with the Rural Virtual Academy to provide students with online learning opportunities in a variety of content areas.
  - To learn more about online learning options, students should review the Online Learning section of the WHS Course Offerings Catalog and speak with their counselor.
  - Final grades will be provided by the course instructor and will be factored into the student's G.P.A., with the exception of OdysseyWare courses which will be graded on a Pass/Fail option (Pass/Fail courses do not impact a student's G.P.A.).

### **COURSES NOT OFFERED at WAUPACA HIGH SCHOOL**

While we strive to connect student's specific academic, career, and personal needs with our robust offering of courses offered at Waupaca High School, we also know that to best meet the after high school plans of every student, we sometimes need to partner with colleges and universities. When matching students' Academic and Career Plans (ACP) with our course offerings, we sometimes recommend students participate in college or university level courses at nearby college or university campuses. Depending on the student's ACP, we may recommend students participate in the Early College Credit Program (participation at a University of WI System institution, e.g., UW - Stevens Point) or the Start College Now program (participation at a WI Technical College, e.g., FVTC). Successful participation in

- Course participation fees for Early College Credit or Start College Now courses are generally paid for by the School District of Waupaca. For more information about these programs, please refer to the Early College Credit/Start College Now section of the WHS Course Offerings Catalog and speak with a counselor.



## Early College Credit Program (ECCP) and Start College Now (SCN)

Meeting the Academic and Career Planning needs of all students sometimes requires that students be enrolled simultaneously in both high school and college or university courses to earn both high school and college credit. Such programs make college more affordable for families and introduce students to higher level coursework before they immerse themselves in college life. For a detailed understanding of these programs, please review the [Early College Credit Program](#) and [Start College Now](#) webpages. Additional information can also be found within the School District of Waupaca Board of education policies:

- [po2271.01 Technical College Course Program \(Start College Now\)](#)
- [343.45 R1 Technical College Course Program \(Start College Now\)](#)
- [po2271 Early College Credit Program](#)
- [343.46 R1 Early College Credit Program](#)

### ***Early College Credit Program (ECCP) and Start College Now (SCN) Procedures***

1. Student meets with their counselor and completes the [ECCP](#) or [SCN](#) request form. This also includes paperwork for the distance learning courses.
2. Student requests submitted to the Student Services Secretary by **October 1** for consideration for the following spring semester and **March 1** for consideration for the following fall semester. The Student Services Secretary will enter all ECCP and SCN requests into an internally shared spreadsheet.
3. By October 8 or March 8 of the request deadline, a ECCP/SCN request approval meeting will happen involving the WHS Principal, WHS Counselors, and the School District of Waupaca (SDW) Director of Teaching and Learning. Students and families will be notified of the decisions reached during this meeting within 7 days.
4. By October 31 or March 31, all approved request forms will be sent to the appropriate institutions of higher education by the Student Services Secretary.
5. Institutions of higher education schedule students and return paperwork to students. Students must share the schedule they receive from the institution of higher education with their counselor as soon as they receive it. **This is a critical step to ensure the student schedule meets graduation requirements.**
  - a. Counselor and student review institute of higher education recommended schedule to see:
    - i. If the old and new requests/approvals still match
      1. If an institute of higher of education suggests a different course due to course availability, the “new” course must be approved by the principal
      2. Student requested changes must align with original approval in terms of overall number of credits/Academic and Career Plan (ACP)
    - ii. Student ACP is still accurate/current
    - iii. The course schedules (WHS and institute of higher education) work/do not contain any course date/time conflicts
    - iv. Course changes entered into ECCP/SCN spreadsheet
6. [Course textbook options](#)
7. Student participates in approved ECCP/SCN course(s).
  - a. Parents - please know that grades for courses taken at institutes of higher education will only be posted to Waupaca High School transcripts at the end of the course - please work with your child on knowing and getting access to their ECCP/SCN grades.



8. At the completion of the course(s):
  - a. The student successfully completes the approved course(s):
    - i. A copy of the course grades is submitted to the Counselor from the institute of higher education for high school transcript transcription
    - ii. Student may be approved to take additional ECCP/SNC courses
  - b. The student does not successfully complete the approved course(s):
    - i. A copy of the course grades is submitted to the Counselor from the institute of higher education for high school transcript transcription
    - ii. Student will not be approved to take additional ECCP/SNC courses, or other dual enrollment courses offered within WHS
    - iii. All fees associated with the failed course(s) will be added to the student fees
9. All invoices received from institutes of higher education should be given to the School District of Waupaca Director of Teaching and Learning, who will compare the invoice to the approved courses noted on the ECCP/SCN spreadsheet.

### ECCP/SCN Textbook Options

The following are options when needing a textbook(s) for your ECCP/SCN course(s):

- **First, please check in the WHS Library to see if your book is available within WHS.**
- If you are taking a course through Fox Valley Technical College, please refer to their [Textbook acquisition instructions](#).
- If your required textbook(s) is not available at WHS, and you are not participating in the course through Fox Valley Technical College, then please choose one of the following textbook purchasing pathways:

Purchase the textbook(s) yourself	Have the School District of Waupaca Purchase your textbook(s)
<ul style="list-style-type: none"> <li>● This is best if you want to keep the textbook at the end of the course.</li> <li>● If you desire to be reimbursed for the textbook, provided that it is in good condition, please bring your textbook and original receipt to Mark Flaten, Director of Teaching and Learning, in the District Office.</li> <li>● Reimbursement can take 30-60 days (note reimbursement may not be processed until grade for the course has been posted). <b><u>Please be sure to shop for the best (lowest) price for your required text.</u></b></li> <li>● The same process will apply if you chose to rent your textbook vs purchase it--except you are responsible for returning the book to the place of rental.</li> </ul>	<ul style="list-style-type: none"> <li>● Email Mark Flaten, Director of Teaching and Learning, in the District Office, with textbook details (name, author, edition, url link) to purchase textbook(s).           <ul style="list-style-type: none"> <li>○ Please do not wait until the last minute to pursue this option as shipping may add a few days to your request.</li> </ul> </li> <li>● Any District purchased textbooks must be returned at the end of the semester to Mark Flaten, Director of Teaching and Learning, in the District Office.</li> <li>● If you do not end up passing the course, or you do not return your textbook, you will be responsible for reimbursing the School District of Waupaca.</li> </ul>

If you have any questions regarding textbooks, please contact: Mark Flaten, Director of Teaching and Learning, in the District Office ([mflaten@waupacaschools.org](mailto:mflaten@waupacaschools.org) or 715-258-4121).



## Online Learning Options

### ONLINE LEARNING OVERVIEW

Online instruction is a means to enhance or expand current course offerings and to provide an educational alternative better suited to individual learning needs. Online learning generally occurs through either synchronous or asynchronous learning. Synchronous online learning refers to students and instructors gathering at the same time and place (virtual or physical) and interacting in “real-time.” Asynchronous learning refers to students accessing materials at their own pace and interacting with each other over longer periods. **Either type of online learning requires students to be self-motivated and highly organized.**

Currently, our district partners with the Rural Virtual Academy (RVA) to provide students with online course options. In circumstances where a student’s ACP course options can not be met with District or RVA course options, the District may partner with other online educational options; this will require prior approval from the Building Principal. Student participation in online courses is limited to two courses/semester and must be directly related to the student’s Academic and Career Plan (ACP). Exceptions to the limit of two courses/semester may be considered for students identified as At-Risk, or as approved by Building Administration. Online course participation is not intended to resolve schedule conflicts within a school building.

All RVA online courses are designed to be completed within a semester, or within 4 months from the date of enrollment. Students can expect to spend as many hours completing an online course as they would completing a course in a traditional setting. If applicable, time will be provided to students by assigning an additional study hall to allow for online course participation and completion. However, just as with traditional classes, work may need to be completed outside of school hours.

Attendance in online courses is performance based. It is measured not only by logging into the course but by successful submission of completed assignments, participation in course activities such as discussion, and communication with the online instructor.

Students must complete the course in the allotted time frame/semester, beginning with the online course orientation. Students will only be awarded 0.5 credit for each online course they successfully complete. Grading for RVA courses is based on the RVA grading scale found in the RVA Student Handbook. While regular progress checks will be made by the Learning Center Coordinator and/or RVA Coach and communicated to the student, parent/guardian, and Counselor, students will not receive mid-term or quarterly grades; only final semester grades.

### ONLINE COURSE SUPPORTS

Students taking online courses through the RVA will be provided with a Coach/WHS RVA Coordinator and/or Teacher (who may be a Waupaca staff member or a RVA staff member), and access to the Learning Center provided by Waupaca School District. The Coach/WHS RVA Coordinator may also be a liaison between the student and the online course instructor if problems arise. The District will make every reasonable effort to ensure student success with online courses.

### ONLINE LEARNING COURSE REGISTRATION & TIMELINES

Students who wish to take an online class must be in good academic standings and must follow traditional course registration timelines. Students interested in participating in an online course must



work directly with school counselors to ensure alignment between requesting courses and students' Academic and Career Plan. School Counselors and/or WHS RVA Coordinator will register the students for approved online courses.

Students will be offered the opportunity to enroll in two(2) online courses per semester. Students must commit to completing any online course taken within the agreed time period, as noted on page 3 of this agreement.

Students participating in RVA courses have 14 days from the start date of a course to determine if they will be successful in the online course environment. Students may also be pulled within the first 14 days of starting a course if they fail to show adequate progress as determined by the School District of Waupaca RVA Coordinator, Waupaca School Counselor, and/or RVA Teachers. Students who drop, fail to complete, discontinue or fail online courses may jeopardize their continued enrollment in online education opportunities.

### **ONLINE LEARNING COSTS**

The District shall pay the costs associated with student's enrollment in approved online courses if the course is taken for high school credit or if the course is not comparable to a course offered in the District.

The District shall require the student or parent/guardian to reimburse the District for all amounts paid for the course on the student's behalf if:

- A student drops or does not continue a course after the 25th day of starting a course
- Receives a failing grade in the online course
- Fails to complete the course within the specified timeline

If reimbursement is not made upon request, the student is ineligible for any further participation in online courses.

If you have any questions about online learning options, please contact your student's counselor: Bill Stork (last names A-L) or Jeff Dolski (last names M-Z) at 258-4131.