



©RURAL VIRTUAL ACADEMY HIGH SCHOOL

Student Handbook Grades 9 - 11

2016-2017

©RURAL VIRTUAL ACADEMY

School Policies & Procedures



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Approved by Governance Board

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Introduction

The Rural Virtual Academy Handbook provides information about rules, policies, academic requirements, course information, and extra-curricular activities. It is encouraged that all students and parents become familiar with the information in this handbook. The school is a community which needs the cooperation of all stakeholders involved. In order for students to have the most positive and successful year possible, it is important to have a partnership with EVERYONE performing at high levels.

We respect that each family has different values and needs for flexibility of these shared expectations. If you find that an expectation we have for you doesn't meet your needs, it is important for you to contact us and ask for help.

Rural Virtual Academy Mission Statement

It is the mission of the Rural Virtual Academy to provide student access to a challenging, high-quality, standards driven curriculum, in a flexible home environment.

Grades 9, 10, & 11 – At a Glance

We are excited to offer families a grade 9 – 11 option for the 2016-17 school year. We have intentions of expanding to a grades 9 – 12 high school in upcoming years. Each of the topics listed below will be described in detail in the handbook.

- RVA Grades 9 – 11 are open to full time, online students.
- Students will be required to complete 23.5 credits of study in order to meet graduation requirements.
- Grade 9 students will need to complete a minimum of six credits in the areas of: math, science, social studies, English/language arts, health/physical education, and elective courses.
- Grade 10 students will need to complete a minimum of six credits in the areas of: math, science, social studies, English/language arts, physical education, and elective courses.
- Grade 11 students will need to complete a minimum of six credits in the areas of: math, science, social studies, English/language arts, physical education, and elective courses.
- Most students will be using an online curriculum and are able to meet with their teachers daily.
- **Attendance at daily classes is mandatory for the first two weeks of every course.** Students can earn flexibility in daily attendance by demonstrating mastery of the concepts and the ability to maintain adequate pace.
- Eight hours of community service for every year a student is enrolled in the RVA is a graduation requirement.
- All students must take a Civics Exam as part of Wisconsin's graduation requirements.
- Students in the RVA will not be eligible to participate in WIAA Interscholastic Sports.
- Computers will be provided for students and internet costs up to \$75 per month will be reimbursed by the RVA.
- Students will need to complete State Mandated Testing during the school year.
- A variety of field trips will be held throughout the school year.

A Place to Start

www.ruralvirtual.org



Core Curriculum



Username: _____

Password: _____



Username: _____

Password: _____

Supplements



Username: _____

Password: _____



Username: _____

Password: _____



Username: _____

Password: _____

High School Requirements

In order for students to graduate from the Rural Virtual Academy, they must complete twenty-three and a half credits of study and at least three years of high school.

English/Language Arts – 4 credits

Social Studies – 3 credits

Mathematics – 3 credits

Science – 3 credits

Physical Education – 1.5 credits

Health Education – 0.5 credits

Electives – 8.5 credits

Total – 23.5 credits

To ensure students are on pace for graduation, in Grade 9, students must take a minimum of six credits including English (1), social studies (1), mathematics (1), science (1), health (0.5), physical education (0.5), and an elective (1).

To ensure students are on pace for graduation, in Grade 10, students must take a minimum of six credits including English (1), social studies (1), mathematics (1), science (1), physical education (0.5), and electives (1.5).

To ensure students are on pace for graduation, in Grade 11, students must take a minimum of six credits including English (1), social studies (1), mathematics (1), science (1), physical education (0.5), and electives (1.5).

In addition to earning the required credits needed for graduation, all students must complete eight hours of community service every year they are enrolled in the RVA.

As a graduation requirement, students need to take a civics test comprised of 100 questions and earn a passing score of 60%.

Students enrolled in the RVAHS through a consortium district may be required to follow the graduation requirements of their resident district, which could differ from the RVAHS's graduation requirements.

Community Service

It is a goal of the RVA to instill the value of volunteerism in students by providing experiences which require the effort of giving back to positively impact our communities.

All RVA Students are required to complete a minimum of eight hours of annual community service. The hours may be invested as each student chooses and may be acquired in a one-day project or over the entire school year. Community service projects are to provide students access to meaningful work that focus upon giving back to their local communities and should focus upon a particular student interest or possible career options. Appropriate volunteer opportunities are exemplified by such activities as: work at local libraries, humane societies, hospitals, long-term care facilities, 4-H, Boy's and Girl's Scouts, churches, food pantries, and the like. Group opportunities will be provided through the RVA in order to provide assistance to those students who would prefer not planning their own service project.

Service hours **do not need to be formally logged** but students are required to submit an age-appropriate reflection of their experiences. Students should describe what activities they participated in and why it was valuable to them and their community.

Civics Exam Requirement

Students in Wisconsin are required to take a civics test comprised of 100 questions that are identical to the 100 questions that may be asked of an individual during the process of applying for U.S. citizenship by the United States Citizenship and Immigration Services. Students must correctly answer at least 60 of the questions in order to graduate.

Students with an IEP (Individual Education Program) must complete the test, but do not have to pass it in order to graduate. Students identified as LEP (Limited-English Proficient) may take the test in a language of their choice.

Course Work Completion

Students are required to complete daily online lessons, quizzes, activities, and other tasks in all appropriate and assigned subject areas. Completion of all assigned material is required before earning credit for the course taken. Individualized learning plans, designating the pace for which specific content will be covered to attain grade level advancement, may be developed for any child through a cooperative effort between the parents, RVA Teacher, and RVA Administrator. **Failure to maintain adequate pace and progress, as determined by the RVA teacher, will eventually result in the RVA considering the dismissal of a student from school for failure to participate in accordance with State Statute (118.40 (8)(f)(g)) and RVA policy RVA-JE.**

Grading

RVA students receive grades on assignments similar to students enrolled in traditional schools. Some assignments are graded automatically within the course, some assignments are graded by the RVA Teacher, and where relevant, the online teacher will also provide feedback in the form of a grade or report. Each teacher is allowed to set their own expectations and class policies for grading.

High school credit is earned on a semester basis. Grade level promotions take place once a year. The RVA utilizes a running grade book cumulating progress from the beginning to the end of a term. A final course grade is generated upon the completion of courses taken. All final grades will appear on a formal transcript.

Transcript grades for students will be scaled using the classical five point evaluation system using "A - F" as reporting marks. Grades and grade point averages will be determined using the following scales:

A	100 – 93%	4.0 points
A-	92.99 – 90%	3.67 points
B+	89.99 – 87%	3.33 points
B	86.99 – 83%	3.0 points
B-	82.99 – 80%	2.67 points
C+	79.99 – 77%	2.33 points
C	76.99 – 73%	2.0 points
C-	72.99 – 70%	1.67 points
D+	69.99 – 67%	1.33 points
D	66.99 – 63%	1.0 points
D-	62.99 – 60%	0.67 points
F	59.99 – 0%	0 points
E	Effort	0.33 points
P	Passing	0 points

Grades earned in Advanced Placement (AP) Courses carry one additional grade point. For example an A earned in an AP Course is worth 5.0 points and an A- in an AP Course is worth 4.67 points.

Under special circumstances, an “E” grade, (effort grade), may be awarded by the RVA Teacher to any student regardless of actual grade percentage or academic performance. An “E” grade is considered a passing grade.

Pass grades may be awarded to students for completion of school requirements that have no effect on grade point average. A “P” grade indicates that the student has completed the school requirement for grade advancement or graduation. Credit may be awarded for a student receiving a “P” grade.

A high school course may be repeated if a student receives an F and earns no credit for the course. If a course is repeated, the second grade will replace the first grade and will be used in calculating cumulative GPA.

Transferring Course Credits

Students may transfer course credits to the RVAHS from any accredited institution or public high school. Official academic records are necessary for credit to be earned at the Rural Virtual Academy from any school.

A student enrolling in the RVAHS in the middle of a semester will be placed into the corresponding courses at the appropriate points as determined by the RVAHS Administration. The grades the student was earning in their previous school for corresponding courses will be factored into their overall semester grades. When factoring in grades, the percentage provided or the highest allowable percentage for a provided letter grade will be used.

Students requesting to transfer credits to the RVAHS from a home school program or home-based coursework completed at a non-accredited institution may petition the RVA to have credits accepted. Students entering the RVAHS from a home school program or non-accredited institution must provide evidence of a curriculum plan. Official academic records are necessary for credit to be earned at the RVAHS from any school. At the discretion of the RVAHS Administration letter grades may not be assigned. Instead, the student may receive pass/fail grades for the courses obtained through the home school program. The RVA reserves the right to refuse transfer credits from any home-based program.

Placement tests may be required to determine appropriate courses assignments for a student.

Final determination on transfer credits and course placement will be as the discretion of the RVA Administration.

Grade Point Average (GPA)

For the purposes of determining honor rolls and class rank, a grade point average will be calculated for all students at the end of each semester. Grade point averages are determined by dividing the number points earned by the number of credits received. The cumulative GPA begins with the first semester of the freshman year.

Advanced Placement (AP) Courses are college level in content, have a higher workload, and require a larger time commitment. Therefore, grades earned in AP Courses are weighted and carry one additional grade point. While Community Service is a graduation requirement, students will receive a “Pass or Fail” grade and it will not factor into their GPA.

Honor Roll

An honor roll list will be compiled at the end of each semester and will include two categories, High Honors and Honors. To achieve High Honors, a student must have a grade point average of 3.5 or higher for the semester. To achieve Honors, a student must have a grade point average between 3.0 and 3.49 for the semester.

An Honor Roll certificate will be mailed home with the student’s report card at the end of the semester during which it was earned.

Blended Learning Model

For many of the core and elective classes, students will be part of a blended class. In the RVA, a blended class is a combination of classroom and online education. Students will have their course content online and it will be accompanied by daily, live instruction from an RVA teacher. Every student will be assigned to a specific teacher for each subject and will be expected to follow a daily schedule. Students will also be expected to attend classes online with other students in the RVA and the consortium schools. The teacher's role is to provide direct instruction for daily lessons, monitor student performance, grade all assignments and tests, provide feedback and ongoing support, follow the minimum pacing guide, and be the primary point of contact for both the student and parents. All classes are intended to be recorded and archived.

Earned Flexibility

The RVA believes that fully-online students need to be independent, academically driven, and highly-motivated to be successful.

Attendance in daily classes is mandatory for the first two weeks of every new course a student takes.

Students can earn the right to work at their own pace by demonstrating that they are able make adequate progress. Attendance requirements will be gradually decreased for students demonstrating mastery of the concepts and ability to stay on pace. If a student who has earned flexibility starts to fall behind or does not understand the material, the teacher can revoke the student's earned flexibility and require the student to attend daily classes. **Students who are determined to be not in full attendance will be subject to possible truancy procedures and removal from the RVA in accordance with policy RVA-JE.**

Absences & Make Up Work

When it is necessary for a student to be absent, it is the student's responsibility to see that all work is made up. Students who know in advance that they are going to be absent should contact the RVA office and/or the teachers and do much of the work as possible before they leave. A student has one day to make up work for each day absent plus one. For example, if a student is gone two days, the student has three days to make up all work.

If a student's class work is not completed by the end of a grading period, it will be necessary for the teacher to give the student an incomplete. If the student's work is not made up within the first two weeks of the following grading period or for the end of the year, the first two weeks of summer, the student will receive a zero for any missing work which will be factored into the student's overall final grade.

Academic Probation

All students are required to meet certain academic standards. In order to monitor student progress and ensure all students are meeting reasonable academic expectations, the RVA will conduct Progress Checks where student performance will be evaluated every three weeks. If any student is earning two or more failing grades in any classes at the time of the Progress Check, they will be placed on Academic Probation and will be notified with a warning letter. **By the next three week Progress Check, if the student is still earning two or more failing grades in any classes, it will result in the RVA considering the dismissal of a student from school for failure to participate in accordance with State Statute (118.40 (8)(f)(g)) and RVA policy RVA-JE.**

Special Education or Related Services

Students enrolled in the RVA are provided by law the same special services provided under State statute 118.51; Full-time Open Enrollment. The RVA, under the authorization of the Medford Area Public School District, retains

the legal responsibility to meet all special education or related services provided by State of Wisconsin statute 115.787. By agreement of the consortium districts, through the RVA Governance Board, special education services for RVA students enrolled within the consortium will be maintained and provided by the resident district. The RVAHS provides academic courses for students in special education. Placement in any special education program is contingent upon a full and comprehensive evaluation and the IEP team's conclusions with regard to the student's need for special education due to a handicapping condition(s). Scheduling for individual courses is accomplished with the assistance of the RVAHS special education teachers.

Faculty & Mentors

RVA Administration

The RVA Administration serves as the supervisor of RVA faculty and provides leadership and direction for the RVA. Autonomy and accountability of the RVA charter will be sustained and controlled by the RVA Administration and governing board of consortium administrators. Missions, methods, and management systems will be under the control of the RVA administration, as well as providing periodic updates of financial reports, school activities, and home contacts to the RVA Governing Board and parents of enrolled students.

RVA Teacher

The RVA Teacher serves as the local education guide for the student. In addition to the local RVA Teacher, an online instructor outside of the RVA may be assigned contingent upon the enrollment of online course material. Students are to communicate with the RVA Teacher through e-mail, Blackboard, discussion boards, telephone, or other forms of writing. Home visits are allowed upon request and students will be required to attend the office of the RVA for occasional mandatory testing, educational, or technical support unless previously approved or arranged by the RVA Teacher / Administrator. It is the RVA Teacher's responsibility to: improve learning by planned instruction, diagnose learning needs, prescribe content delivery through class activities, assess learning, evaluate the effects on instruction, assign grades, take attendance, and provide educational feedback on the progress of the student to the parents and/ or Home Mentor and administration. It is the expectation of the RVA Teacher to make every reasonable effort to reply to a student and parent / Home Mentor inquiry within 24 hours.

Home Mentor

The Home Mentor is responsible for helping ensure successful learning in the home environment by assisting in keeping the student progressing at a pace that is meeting the individualized student's needs. The Home Mentor must be at least 18 years of age and is encouraged to be a family member. However, another person may be assigned as the Home Mentor with consent of the RVA Administrator, and upon signing a release of confidential information for that student.

Communications / Attendance

Each student enrolled in the RVA will be required to be in full attendance and communication with the RVA Staff. Communication is the key to the success of student achievement in the RVA. It is the inherent responsibility of the student or Home Mentor to contact the RVA Staff and/or online support teacher to seek additional academic support or to clarify misunderstood information. Frequent communications in the form of one-on-one, on or offsite tutoring, telephone conversations, two-way e-mail correspondence, or interactive online correspondence with the RVA Staff and/or assigned online instructor constitutes fulltime enrollment. Home visits are allowed upon request and students will be required to attend the office of the RVA for occasional mandatory testing, educational, or technical support unless the absence is excused by the RVA Teacher / Administrator.

Full attendance and participation will be determined by the RVA Administrator. Students who are determined to be not in full attendance or participation will be subject to possible truancy procedures and removal from the RVA in accordance with policy RVA-JE.

Internet Reimbursement

The Rural Virtual Academy Governing Board supports the monthly reimbursement for home internet usage. Original copies of monthly billing statements, with clearly identifiable information, must be submitted to the RVA office for auditing record purposes. Upon receiving a confirmed billing statement, the RVA user will be reimbursed at a rate not to exceed \$75.00 per month for internet services. Internet installation, maintenance costs, hardware, software, and taxes incurred by the user are not subject to reimbursement. The Rural Virtual Academy Governance Board reserves the discretionary right to deny reimbursement to any user and to adjust the rate at any time.

E-mail Addresses and Other Assigned Education Accounts

The Rural Virtual Academy reserves the right to assign e-mail addresses and other online educational accounts under the school domain for educational use. Educational accounts assigned by the RVA are public and therefore retain no expectation to privacy. These educational accounts include e-mail addresses, online data storage, online applications, and subscription services. The RVA holds no liability for illegal actions pursued during the use of these publically assigned accounts and all students are required to sign and comply with the school's internet and computer use policy. Failure to comply with the RVA's internet and computer use policy will result in termination of computer access and possible dismissal from the RVA.

RVAHS families will have two e-mail accounts assigned to them including a parent and a student account. All e-mails sent to the student account will also be sent to the parent account. RVAHS students will have access to their accounts in order to view emails from the RVA staff and use web-based e-mail services such as a documents, calendars, and storage. Student accounts must be monitored by the parent or home mentors.

Curriculum

The RVA curriculum will align with local, state, or national standards. The three main curricula the RVA will use for students includes RVAHS Online (Wisconsin eSchool Network), Odysseyware, and American School. The RVA also provides other curricular options in compliment or in place of the main curriculum options. Some elective courses will use course content created by the teacher. Courses will be selected by ability and grade equivalencies to meet the needs of the individual student. The approval and cost of the purchased curriculum courses from various providers and supplemental materials is the responsibility of the RVA. In order to maintain accurate promotional grade criteria for non-disabled students, specific limitations of multi-leveled material can be set upon the discretion the RVA Administrator.

RVAHS Online

RVAHS Online (Wisconsin eSchool Network) is an online course provider that partners with school districts throughout Wisconsin to offer online courses to middle and high school students. WeN provides numerous core, elective, advanced placement, and credit recovery courses. All WeN courses are aligned to national and state standards. Most courses taken with the RVAHS Online will have teacher support daily. Following a daily time schedule, students will log into their classes and receive direct instruction and support.

Odysseyware

Odysseyware is a customizable, web-based curriculum. Odysseyware includes courses in the core subjects of social studies and history, math, language arts, and science, as well as a variety of electives. Students complete these courses independently with an RVAHS teacher providing support for these classes. Core courses can be taken by students that need remediation in a subject or in special circumstances. Odysseyware elective courses are open to all students. Odysseyware offers a large selection of elective courses. To ensure students begin at the appropriate academic level, placement testing is also available.

American School

American School offers both paper-based and online curriculum choices. Students can choose from courses in the core subjects areas as well as elective courses. American School is a self-paced curriculum. Students choosing this option will complete the courses independently with limited support from RVAHS teachers. Work and tests will be submitted to both the RVAHS and American School. American School will do the grading of the tests and submit a transcript to the RVA at the end of the semester.

Consortium Schools

If a student is enrolled through a consortium district, they may choose to take courses in their resident district. These courses must fit into their RVAHS schedule and be approved by the consortium district.

School Materials

All RVA instructional resources and materials are property of the school. Upon request, completion of the annual lessons, end of term, or upon leaving the school, all materials are to be returned to the school unless other permission is given by administration to families to retain material. It is the assumption of the RVA that consumable materials are to be used by the RVA students and parents and are therefore not to be returned. **Students and/ or parents may be assessed for damages to RVA materials and/or the cost of replacement as well as any related shipping costs incurred during the return or replacement of materials in accordance with policy RVA-IIBB.**

Academic Testing

Subject Area Testing

Minimum subject area testing is required after the completion of a unit. Additional daily assessments may be required in the form of online writing, quizzes, discussion board, activities, and tests assigned by the RVA Teacher. The RVA Teacher / Administrator reserves the right to require students to subject tests in the RVA office.

Optional Performance-Based Assessments

If a student chooses, and it is mutually agreed upon by the Home Mentor and the RVA Teacher, an alternative assessment may be allowed to replace the requirement of the subject unit exam(s). The alternative assessment may be used for a specific subject or for multiple subjects and the score would be equivalent to the exam it replaces.

Standardized Testing

Students may be required to take periodic standardized tests through providers determined by the RVA. These tests will be used to determine proficiency and academic growth of the students participating in the Rural Virtual Academy. These tests will provide near immediate feedback and in part will serve to facilitate the accountability requirement of our charter.

State Testing

The State of Wisconsin requires testing of all public education students including those enrolled in the RVA. The tests take place in a specific time frame designated by the State of Wisconsin each year. In accordance with State law, it is required that State tests be administered by the RVA Teacher or other proctor assigned by the RVA administrator. The RVA Teacher or assigned proctor must be present at all times while the tests are administered.

Field Trips

The RVA recommends that students participate in offered field trips throughout the school year. Field trips may include regional points of interest, group projects, or other educational events. Virtual and physical field trips are

optional. However, we highly recommend attendance. Regional Event Coordinators in your area look to provide local activities close to home. Check out the RVA Calendar from the website home page to see field trips and other important dates.

Enrollment

Students in Pre-kindergarten through grade 11 are eligible to enroll into the RVA. Educational services are required to be provided to every child enrolled in the RVA for a minimum of 150 days each school year. It is the expectation of the Rural Virtual Academy that all students enrolled participate for the full school year of approximately 180 school days.

Enrollment Options for Consortium Schools

The RVA provides enrollment opportunities for its consortium school district members different than for students outside of the consortium. Completing open enrollment applications is not necessary for students residing within the consortium districts.

Enrollment Options for Non-Consortium Schools

Students wishing to enroll in the RVA from outside the consortium school districts must follow the full-time open enrollment timelines and forms provided by the Department of Public Instruction. More information can be found on the DPI website or by contacting the Medford School District Office at 715-748-4620.

Another enrollment option is establishing a 66.0301 – Shared Virtual Learning Services Agreement between the non-resident and resident school districts. Enrollment through the use of a 66.0301 agreement can take place at any time throughout the school year and is not bound to the restrictions of the open-enrollment window.

If a pupil who is not a resident of this state attends a virtual charter school in this state, the school board that contracted for the establishment of the virtual charter school, (Medford Area Public School District), shall charge tuition for the pupil in the amount equal to at least the amount determined under s. 118.51 (16)(a)3.

Rural Virtual Academy Governance Board

The Rural Virtual Academy Governance Board is empowered under the charter and authorization of the Medford Area Public School District to determine the curriculum, content, staffing organization, calendar, budget, advisories, and operations of the charter school. Public representatives from consortium districts are appointed to the Board. If you are interested in participating, please notify the RVA Governance Board contact or by contacting the RVA Administrator for more details.

The RVA Governance Board meets in Medford every other month, and is comprised of area school administrators, town representatives, and RVA parents. They determine the overall direction of the RVA in regards to budget, staffing, content, advertising and policies. Your attendance is very welcome. Contact the RVA office for further details.

Parent Advisory Council

The RVA Governance Board seeks advice for direction from an established Parent Advisory Council. The RVA Governance Board reserves the right to establish the selection process for this council. The council is headed by the Parent Advisory Council President with the goal to meet, at a minimum, quarterly. Those parents/ Home Mentors of children enrolled in the RVA are encouraged to contact the RVA Office if interested in being part of the Parent Advisory Council.

See the RVA Calendar for dates of our Parent Advisory Council meetings. Attendance can be online or in person. Though attendance is not required, it allows parents to be involved in school, by asking questions, getting ideas, and giving input.

Discipline Procedures

All RVA students are subject to Medford Area Public School District student policies including, but not limited to, those referring to internet, computer, e-mail, and use provisions. Disciplinary consequences for violation of the MAPSD policies and/ or RVA policies and guidelines are subject to disciplinary consequences up to and including dismissal from the RVA. "School" includes all activities sanctioned and supervised by Rural Virtual Academy faculty or property thereof owned, maintained, and/or operated by the Rural Virtual Academy.

Reasons

Examples of behavior which would constitute some form of school discipline would include:

- Not Participating in school (lack of communication/ attendance)
- Academic Dishonesty (Plagiarism/ Cheating)
- Inappropriate Behavior or actions during online sessions (Collaborate, Skype, virtual field trips)
- Inappropriate Behavior or actions during school event (Field trips, social events)
- Disrespectful, Inappropriate conduct, and/or Insubordination (Not following reasonable directives in a timely manner)
- Possession of Weapons (At school events)
- Possession of Illegal Drugs (At school events)
- Vulgar/ Obscene Language, Gestures, and/or Displays (Online or off)
- Sexual Harassment
- Discriminatory Harassment
- Damage of School Property
- Maintaining or Posting Inappropriate Material on the Internet
- Any behavior that threatens a likelihood of substantial disruption in school, including harming or interfering with the rights of other students to participate fully in school or extracurricular activities.

Dispositions

Discipline referrals to school administration will be reviewed on an individual basis consistent with the Student Code of Conduct policy RVA-JFC. Discipline problems are best resolved expediently and closest to their source by the parties most directly involved. It is recognized that discipline problems are best resolved with minimal administrative interventions. In the best interests of the student and the school, several disciplinary options are available.

- In-School Suspension (ISS): A student may be required to spend time at the RVA Office with school administration. The student would not be allowed to participate in any school sanctioned event during the time the suspension was being served.
- External / Out of School Suspension (OSS): Student access to online programming can be shut-off resulting in the student's inability to participate academically. In addition, the student would not be allowed to participate in any school sanctioned events during the time the suspension was being served.
- Removal / Withdrawal: A student with chronic or severe behavior problems may be removed from school and remanded back to the resident school district.
- Specific Consequence: A specific consequence may be issued by administration upon review of the infraction. As examples, student computer use could be suspended, participation in a specific school event could be suspended, letter of apologies, or other forms of restorative justice may be required.

Academic Honesty

The RVA sets high expectations for academic honesty. Expectations for students to exercise responsible, ethical behavior in the online environment are resolute. Work submitted must represent a student's original ideas or cite all relevant sources if it is not completely original. Permission of the RVA Teacher, online instructor, or RVA Administrator, is necessary for someone other than the enrolled student to complete any portion of, make changes or revisions to, or submit an assignment, activity, or exam on behalf of the enrolled student. If authenticity is in question, a student may be required to take a proctored test, defend work, or respond to oral questions in person, via phone, or online.

Athletics

Only students from RVA consortium school districts are eligible to participate in WIAA (Wisconsin Interscholastic Athletic Association) sanctioned athletics. Additional eligibility requirements may be imposed by local consortium school boards. Consortium RVA students interested in participating in local high school athletics should check with their resident districts for details and to sign up for athletic teams. All students enrolled to the RVA under open enrollment are not eligible to participate in WIAA athletics at this time.

Extra & Co-curricular Participation

In accordance with Rural Virtual Academy Policy RVA-JECBE, RVA consortium students may participate in extra and co-curricular activities excluding athletics, in their resident district. It is the intent of the RVA to encourage participation of RVA students in co-curricular activities within the schools. By contacting the building principal with your intent to participate, you may be granted permission for various activities. Form policy RVA-JECBE-R, "RVA Extra / Co-curricular Participation" needs to be presented, discussed, and signed by the building principal within your resident district before participating. Final determination of participation in any extra or co-curricular activity will be made by that district's building administrator. Students participating in those district activities will be subject to those policies and procedures governing participation and eligibility. Please contact the RVA office for further information about how you can participate in extra and co-curricular activities in your resident consortium district.

Challenges to Online Learning

All forms of learning present specific challenges to overcome in order to be successful. In online learning, time management is the most significant challenge. Time management, combined with the misconception that online learning is less rigorous than typical public school curriculum, leads many students to fail in the online environment. Communicating closely with the RVA Teacher and Home Mentor can help provide the stable and standard working schedule for each student necessary to become successful.

Disclaimer

This document contains guidelines but is not all inclusive and is not intended to supersede or conflict with the Medford Area Public School District Board of Education policies, state statutes, or federal law. Other policies or procedures developed and/ or approved throughout the year will be announced on the RVA website, through e-mail, or direct home mailing. The foregoing information is subject to revision and is in effect for the current school year.

Intentional Damage or Loss - Any intentional damage or failure to return RVA equipment or software will result in possible prosecution and termination of opportunities within RVA.

Accidental Damage or Infraction of Use - If something is not working on an RVA computer, report it immediately to the RVA office. Warranty coverage on RVA equipment can be made void if repair attempts are made by any person other than from whom the warranty was issued. Attempts to repair damaged RVA equipment by parties not specifically authorized by the RVA is prohibited and can result in the loss of privilege to use RVA equipment.

CROSS REFERENCE: EDCB

LEGAL REFERENCE:

FILE: RVA-EEA

**MEDFORD AREA PUBLIC SCHOOL DISTRICT
RURAL VIRTUAL ACADEMY**

DATE ADOPTED: December 7, 2009

FILE SECTOR: RURAL VIRTUAL ACADEMY

POLICY TITLE: STUDENT TRANSPORTATION

Transportation to and from the Rural Virtual Academy offices, or required locations for academic participation off campus, will not be provided to Rural Virtual Academy students by the District or School. Transportation to and from the RVA office and other RVA events is the sole responsibility of the parents or guardians in accordance with state and federal law.

CROSS REFERENCE:

LEGAL REFERENCE: Wis. Stat. 121.54(10); Racine Unified School District, 424 F.3d 677 (2005)

FILE: RVA-IFD

**MEDFORD AREA PUBLIC SCHOOL DISTRICT
RURAL VIRTUAL ACADEMY**

DATE ADOPTED: April 17, 2014

FILE SECTOR: RURAL VIRTUAL ACADEMY

POLICY TITLE: CURRICULUM ADOPTION

The Rural Virtual Academy, under the direction of the charter school governance board and school administration, shall consider, adopt, and reject new programs and courses for the school. These adoptions will be made with reference to best practice, common acceptable standards, be free of sectarian instruction.

The RVA administrator or his/her designee shall be responsible for implementing the programs and courses of instruction and shall keep the RVA governance board and authorizing school district's board of education informed of significant changes.

CROSS REFERENCE:

LEGAL REFERENCE: §118.01, §118.40(1m)(b)(3-5)

**MEDFORD AREA PUBLIC SCHOOL DISTRICT
RURAL VIRTUAL ACADEMY**

DATE ADOPTED: March 20, 2014
DATE REVISED:

FILE SECTOR: RURAL VIRTUAL ACADEMY
POLICY TITLE: COMMENCEMENT EXERCISES

It will be the policy of the Rural Virtual Academy, under the direction of the Medford Area Public School's Board of Education and Rural Virtual Academy Governance Board, to have high school commencement exercises with the following guidelines:

1. Students are eligible to participate in the commencement exercise once they have met all the graduation requirements of the Rural Virtual Academy.
2. Parents/guardians and/or adult students will be informed, in writing, during the second semester of their senior year, as to the student's eligibility to participate in the commencement exercise, location, date, and time of the ceremony.
3. Participation in the virtual school commencement exercises is not a requirement.
4. A diploma will only be issued after all graduation requirements are met.
5. Foreign Exchange Students that have been here for the full academic senior year will be recognized at commencement exercises as a special guest with administrative approval.
6. For students with disabilities, the Individual Education Program (IEP) team is responsible for determining whether a student has completed a course of study that makes him/her eligible to receive a diploma. Students meet graduation requirements when they complete a standard or modified course of study and/or IEP transition goals. Even if the student with disabilities will continue his/her education program until the end of the school year in which he/she reaches age 21, the IEP team may recommend that the student would benefit from participation in commencement exercises (graduation ceremony) with his or her peers. They will not receive a signed diploma until the standard or modified course of study and/or the IEP transition goals have been completed.
7. Students will participate in commencement exercises only one time.
8. Appropriate dress for commencement exercises will be determined by school administration.
9. No student may be under the influence of or distribute alcohol or controlled substances. Students who violate this provision shall be prohibited from participating in or attending commencement exercise.

CROSS REFERENCE:

LEGAL REFERENCE:

**MEDFORD AREA PUBLIC SCHOOL DISTRICT
RURAL VIRTUAL ACADEMY**

DATE ADOPTED: March 15, 2007
DATE REVISED:

FILE SECTOR: RURAL VIRTUAL ACADEMY
POLICY TITLE: INSTRUCTIONAL RESOURCES MATERIALS

All RVA instructional resources and materials are property of the RVA consortium and are fiscally accounted for by the Medford Area Public School District.

All RVA property provided to students and parents are considered on loan. The RVA expects the return of all non-consumable resources and materials in reasonable condition and reserves the right to determine which resources are required for return.

It is the parent or guardian's responsibility to pay for the return of all required instructional resources and materials. Failure to return items in a reasonable condition may result in replacement fees being assessed and/or referral to law enforcement for collection.

CROSS REFERENCE:

LEGAL REFERENCE:

FILE: RVA-IIBGA

**MEDFORD AREA PUBLIC SCHOOL DISTRICT
RURAL VIRTUAL ACADEMY**

DATE ADOPTED: June 16, 2005
DATE REVISED: March 15, 2007
June 20, 2013

FILE SECTOR: RURAL VIRTUAL ACADEMY
POLICY TITLE: INTERNET SAFETY

The Rural Virtual Academy (RVA) provides computers, networking services, online coursework, online educational subscriptions services, e-mail domain access, and various other telecommunication resources to its students and staff. These resources will be integrated, where appropriate, in the Pre-K-8 curriculum. As student(s) or staff of the RVA use telecommunications resources, it is essential that each student and staff person recognize his/her responsibility in having access to vast services, sites, and people. The student(s) or staff person is ultimately responsible for his/her actions in accessing telecommunication services and for adhering to district use policies, procedures, and guidelines.

The RVA cannot guarantee the accuracy of the information or the appropriateness of any material that a student or staff person may encounter online. The RVA believes that the valuable information and interaction available online far outweighs the possibility that student(s) or staff may procure materials that are not consistent with the educational goals of the RVA or district. Our focus is in providing individual student(s) and staff with the understanding and skills needed to use the Internet or other telecommunications in ways appropriate to their educational and work related needs.

Conditions and Rules for Use

Access to the electronic network and resources within the RVA is a privilege, not a right. This privilege will be revoked at any time for deliberate use not consistent with policy RVA - JFC: *Student Code of Conduct* or *Faculty Handbook* of the RVA. Furthermore, unacceptable use may result in suspension or revocation of network privileges and possibly other disciplinary action up to and including possible suspension, termination of enrollment, or expulsion from the district. The student(s), parent(s), and staff agree to not hold RVA responsible for materials acquired by the student(s) or staff on the system, for

violations of copyright restrictions, user mistakes or negligence, or any cost incurred by users. Parents shall supervise students while using online services. RVA administration will determine what is unacceptable use and such decisions are final. The following constitutes the conditions and rules for use:

1. Student(s) and staff shall not access or use electronic mail or other computerized communication systems to relay threatening, intimidating, abusive, or harassing measures. Such use may result in criminal sanctions consistent with Wisconsin Statutes 947.0125.
2. Student(s) and staff shall not impose their choices on others, access private files, attempt to break the security systems, copy software illegally, or use computer supplies that are not for school-related activities.
3. Student(s) and staff are prohibited from adding, removing, or otherwise altering software, hardware, or content on the RVA network or equipment without explicit permission.
4. Student(s) and staff accessing district telecommunications systems may not corrupt network integrity by deliberately allowing inappropriate and/or dangerous files (i.e., viruses) to enter the system.
5. Any use of the network to facilitate or engage in illegal activity is prohibited and will be reported to the appropriate authorities.
6. Copyrighted material may not be placed on the network without the copyright owner's permission.
7. Plagiarism is prohibited.
8. Student(s) and staff are responsible for the ethical and educational use of their own accounts. These accounts are to be used only by the authorized owner of the account for the authorized purposes. Student(s) and staff shall not intentionally obtain copies of and/or modify the files or passwords belonging to other users, reveal confidential information, or exhibit online conduct that is unethical, immoral, and// or illegal.
9. The RVA is not responsible for the accuracy or quality of information obtained through its telecommunications services. The RVA is also not responsible for any damages the student(s) suffers, including loss of data resulting from delays, non-deliveries, mis-deliveries, hardware system problems, or service interruptions. Use of any information obtained via district technology is at the user's risk.
10. Student(s) and staff are expected to conduct themselves respectfully online. They shall abide by generally accepted rules of network etiquette. This includes but is not limited to: being polite, refraining from using vulgar or offensive language, causing others to feel uncomfortable, harassing others, or creating a disruption within the school or network.
11. RVA equipment shall not be deliberately or willfully damaged. Accidental damage is to be immediately reported to the RVA.
12. Student(s) and staff may not utilize telecommunication resources to conduct any violation of the policy RVA-JFC *Student Code of Conduct* or Faculty Handbook.
13. The RVA Administrator may establish additional rules and procedures that he/she deems necessary to insure proper use of the telecommunications in the academy.
14. It is the responsibility of RVA staff to inform the student of his/her responsibilities when accessing the networks and the proper etiquette for their use.

All RVA communications have no expectation to privacy and the RVA reserves the right to archive all student and staff online communications and behavior.

The RVA also reserves the right to review any material on the RVA-issued accounts and to monitor RVA files and Internet server space in order to make determinations of where the specific uses of the network is appropriate. In reviewing and monitoring user accounts and Inters server space, RVA shall respect the privacy of user-accounts.

The RVA will employ anti-virus and content-filtering software on all RVA accounts.

FILE: RVA-IKF

**MEDFORD AREA PUBLIC SCHOOL DISTRICT
RURAL VIRTUAL ACADEMY**

DATE ADOPTED: March 20, 2014
DATE REVISED:

FILE SECTOR: RURAL VIRTUAL ACADEMY
POLICY TITLE: GRADUATION REQUIREMENTS

Specific requirements for graduation from Rural Virtual Academy, under the direction of the Medford Area Public School's Board of Education and Rural Virtual Academy Governance Board, will be published each year in the Rural Virtual Academy Student Handbook. Any changes in the requirements shall be approved by the Medford Area Public School District Board of Education and the Rural Virtual Academy Governance Board prior to implementation.

In order for a student to graduate from the Rural Virtual Academy the student must complete twenty-three and a half (23.5) credits of study and at least three years of high school. Of the twenty-three and a half credits, 15 are required by state statute: 4 credits in English/Language Arts, 3 in Social Studies, 3 in Mathematics, 3 in Science, 1.5 in Physical Education, and 0.5 in Health Education. In addition, the RVA requires 8.5 elective credits. A student must also complete a minimum of 8 hours of community service for every year he/she is enrolled in the RVA unless otherwise deemed inappropriate by the RVA administrator or his/her designee.

Study abroad programs which have received prior board approval may be substituted for one of the required three years of enrollment. Students will be required to meet the Rural Virtual Academy's graduation requirements. Course work and grades earned by enrolled students as a result of district approved study abroad programs will be reviewed by the administration and guidance officials to determine if they reflect comparable local course work requirements. If comparable, that course work will be incorporated into the transcript being noted as earned outside of the district on a pass / fail basis and will apply toward graduation requirements. Such course work will not be used in determining the student's GPA.

The RVA administrator or his/her designee shall be responsible for the general supervision and management of the graduation policy. The district administrator or his/her designee shall determine whether a student has satisfied the criteria in this policy. High school graduation decisions may be appealed to the district administrator of the consortium district or to the Medford Area Public School District superintendent for all students attending through single year shared virtual Learning Service agreements (66.0301) or open enrollment. In the event that there is a disagreement regarding the procedure followed to determine the student's eligibility for a diploma, it may be appealed to the RVA Governance Board for a final determination.

CROSS REFERENCE: IGCG

LEGAL REFERENCE: 118.33, 121.02(l)(p) Wis. Stats. & PI 18.03, Wis. Admin. Code

FILE: RVA-JE

MEDFORD AREA PUBLIC SCHOOL DISTRICT

DATE ADOPTED: April 16, 2009
DATE REVISED:

FILE SECTOR: RURAL VIRTUAL ACADEMY
POLICY TITLE: VIRTUAL SCHOOL ATTENDANCE/ PARTICIPATION

Each student enrolled in the Rural Virtual Academy (RVA) will be required to be in full attendance and communication with the RVA Teacher and/or Administrator. Communication is the key to the success of student achievement in the RVA. It is the inherent responsibility of the student or Home Mentor to contact the RVA Teacher and/or online support teacher to seek additional academic support or to clarify misunderstood information. Frequent communications in the form of one-on-one, on or offsite tutoring, telephone conversations, two-way e-mail correspondence, or interactive online correspondence with the RVA Teacher, Administrator, and/or assigned online instructor constitutes full-time enrollment. Home visits are allowed upon request and students will be required to attend the office of the RVA for occasional mandatory testing, educational, or technical support unless the absence is excused by the RVA Teacher/ Administrator.

Students who are determined to be not in attendance may be considered truant. Prior absences for which written verification was not made to the RVA Administrator of a legal excuse may be counted as truant absences from school. Truant school days refer to any absence of part or all of one or more days from school during which the RVA Administrator has not been notified by the parent or guardian of the legal cause of such absence of the student.

As determined by State Statute a pupil's failure to fully participate will result in the pupil being removed from the virtual school through the following process:

- Whenever a pupil attending a virtual charter school fails to respond appropriately to a school assignment or directive from instructional staff within 5 school days, the governing body of the virtual charter school shall notify the pupil's parent or guardian.
- The third time in the same semester that a pupil attending a virtual charter school fails to respond appropriately to a school assignment or directive from instructional staff within 5 school days, the governing body of the virtual charter school shall notify the pupil's parent or guardian, the school board that contracted for the establishment of the virtual charter school, the school board of the pupil's resident school district, and the department.
- The school board that contracted for the establishment of the virtual charter school may transfer the pupil to his or her resident school district.
- If the pupil is a resident of the school district that contracted for the establishment of the virtual charter school, the school board may assign the pupil to another school or program within that school district.
- If the school board transfers or assigns a pupil, it shall notify the pupil's parent or guardian and the department (118.40 (8)(f)(g)).
- The parent or guardian of a pupil transferred to the pupil's resident school district may appeal the transfer to the department within 30 days after receipt of the notice to transfer.
- The department shall affirm the school board's decision unless the department finds that the decision was arbitrary or unreasonable.

Truancy also means intermittent attendance carried on for the purpose of defeating the intent of the state attendance statutes. The responsibility for regular school attendance of a child rests upon the child's parent(s)/ guardian(s)/ legal custodian(s).

In support of this responsibility, the Rural Virtual Academy will extend all possible and appropriate modifications to assist in the successful participation in school for every student. The RVA Teacher will document contact time and maintain accurate attendance data. The RVA Administrator and Governance Board reserve the right to determine effective

attendance rates and participation in the program. The RVA Administrator and Governance Board also reserves the right to enforce local attendance policies and dispositions up to and including dismissal of students from the RVA.

FILE: JFC-R

MEDFORD AREA PUBLIC SCHOOL DISTRICT

DATE ADOPTED: March 12, 2013

FILE SECTOR: Rural Virtual Academy

DATE REVISED: June 20, 2013

POLICY TITLE: CODE OF CONDUCT

This Code of Classroom Conduct applies to all students in grades Pre/K – 8. This policy can be superseded by other legal documentation deeming other appropriate disciplinary actions such as described in an Individualized Education Plan (IEP) or court order.

For the purposes of this policy, “School” includes all activities sanctioned and supervised by Rural Virtual Academy faculty or property thereof owned, maintained, and/or operated by the Rural Virtual Academy, Medford Area Public School District

I. Reasons for Student Discipline

Examples of behavior which would constitute a violation in the code of conduct and possibly result in some form of school discipline would include:

- Not Participating in school (lack of communication/ attendance)
- Academic Dishonesty (Plagiarism/ Cheating)
- Inappropriate Behavior or actions during online
- Inappropriate Behavior or actions during school events
- Disrespectful, Inappropriate conduct, and/or Insubordination (Not following reasonable directives in a timely manner)
- Possession of Weapons (At school events)
- Possession of Illegal Drugs
- Vulgar/ Obscene Language, Gestures, and/or Displays (Online or off)
- Sexual Harassment
- Discriminatory Harassment
- Damage of School Property
- Violating policy RVA-IIBGA’s *Condition and Rules for Use* for internet safety and conduct
- Any behavior that threatens a likelihood of substantial disruption in school, including harming or interfering with the rights of other students to participate fully in school or extracurricular activities.

When school discipline is levied, the reason must be consistent with provisions outlined above, reasonable, serve a legitimate educational purpose and be nondiscriminatory.

The Rural Virtual Academy does not discriminate in standards and rules of behavior, including student harassment, on the basis of sex, race, color, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation of physical, mental, emotional or learning disability, or handicap. Any person who believes that student discrimination has occurred may file a complaint in accordance with established district procedures.

II. Disciplinary Dispositions

Discipline referrals to school administration will be reviewed on an individual basis. The RVA believes discipline problems are best resolved expediently and closest to their source by the parties most directly involved. It is recognized that discipline problems are best resolved with minimal administrative interventions. In the best interests of the student and the school, several disciplinary options are available. These consequences may be applied in any order and in varying degree depending upon the severity and/ or repetition of the violation.

- Verbal or Written Warning: A student may be given verbal or written reprimands.
- Parent/ Faculty Meeting: A meeting may be scheduled to bring together the student, parents, and RVA Faculty in order to review concerns, determine future course of action, and find common solutions.
- In-School Suspension (ISS): A student may be required to spend time at the RVA Office with school administration. The student would not be allowed to participate in any school sanctioned event during the time the suspension was being served.
- External/ Out of School Suspension (OSS): Student access to online programming can be shut-off resulting in the student's inability to participate academically. In addition, the student would not be allowed to participate in any school sanctioned events during the time the suspension was being served.
- Removal/ Withdrawal: A student with chronic or severe behavior problems may be removed from school and remanded back to the resident school district.
- Expulsion: A student may be expelled from the Medford Area Public School District or participating consortium district if they exhibit conduct which endangers the property, health, or safety of others at school or other behavior that constitutes grounds for expulsion under §120.13.
- Specific consequence: A specific consequence may be issued by administration upon review of the infraction. As examples, student computer use could be suspended, participation in a specific school event could be suspended, letter of apologies, or other forms of restorative justice may be required.

When a student is referred for a violation(s) of this Code of Conduct, the RVA faculty person shall report the student to the administrator or designee and inform him/her of the reason(s) for the student's disciplinary referral. A written version for the reason of referral may be required to be submitted by the faculty person to the administrator.

If disciplinary action is determined to be appropriate, the administrator shall inform the student of the reason(s) for the referral and will allow the student the opportunity to present his/her version of the situation. The administrator shall then determine the appropriate discipline.

III. Parent/Guardian Notification Procedures

The RVA Administrator will notify the parent/ guardian of a minor student when a referral for a violation in code of conduct has led to the determination for disciplinary consequence. Should a consequence be levied, then the parent/ guardian will be notified first by attempt through phone and for certain in writing within 24 hours.

IV. Exceptions

Instances may occur when faculty refers a student to the administrator or designee, other than described in this Code of Conduct. In these cases it shall be the administrator's or designee's determination as to whether parent notification is required.