



©RURAL VIRTUAL ACADEMY

Student Handbook Grades PreK - 8

MY TEACHER this year is: _____

MY E-Mail address is: _____

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Welcome to the RVA!

www.ruralvirtual.org



One of these is your Core Curriculum:



(PreK – 8)

Username: _____

Password: _____



(3 – 8)

Username: _____

Password: _____



LINCOLN LEARNING SOLUTIONS

(PreK – 8)

Username: _____

Password: _____



Wisconsin eSchool Network

(7 – 8)

Username: _____

Password: _____

These are some of the supplements:



Gradebook

Username: _____

Password: _____



(PreK – 7)

Username: _____

Password: _____

Other programs on the page are more specialized and/or may not require a username & password.

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.

A Place to Start

In order for you and your student/s to have the most positive and successful year possible, we need to have a partnership with you where EVERYONE performs at high levels.

It is our promise that the RVA will maintain a **high level of contact** with each family. The RVA staff uses face-to-face, email, phone, and online class time to regularly keep in touch. We will expect to meet with your child(ren) periodically and will return feedback on your work and assessments in a timely manner.

We expect families to keep in regular contact, submit work weekly, check and respond to emails, and meet online, face-to-face, or on the telephone when asked.

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 incumbent upon you to contact us and ask for help.

Calvert

Using a blend of textbooks and online learning, the Calvert curriculum offers a comprehensive home-based schooling option. The Calvert curriculum is available for students in grades K-8. This virtual school curriculum is built on a rich foundation of reading, writing, and arithmetic. That foundation is then layered with history, science, music, geography, and the arts. This curriculum comes with textbooks, workbooks, teacher manuals, and an online My Calvert account that contains supplemental resources.

Calvert students will be provided with the 36 weeks of material at one time. The Calvert curriculum contains 160 total lessons, of which students are required to complete 140. However, all students have the option to complete all 160 lessons. Students transferring in mid-year can begin working on whichever lesson is most appropriate as determined by the RVA teacher. The online account contains daily-checks, which are subject area quizzes that test comprehension of the material learned. These daily-checks are not factored into a student's overall grade. In Calvert, every 20 lessons there are subject area tests that will be submitted to an RVA teacher to grade upon completion.

Little Lincoln

Little Lincoln is an interactive, standards-based curriculum that combines rich multimedia with comprehensive hands-on activities. The Little Lincoln courses encourage excitement and creativity in the areas of math, science, reading, writing, social studies, wellness, and visual arts. Our students experience a dynamic virtual classroom through the use of teacher videos, audio stories, animated characters, and interactive games. By combining these online activities with various hands-on elements, (like our activities books, experiments, art projects, and a wonderful collection of illustrated storybooks), our students receive a complete and fulfilling education experience.

The Little Lincoln curriculum is available for RVA students from PreK-Grade 2. RVA students using the Little Lincoln curriculum are required to complete 160 lessons for the school year, but have the

option of working up to Lesson 180. You will be provided with 9 weeks of materials at a time. As you reach the end of each 9 week quarter, please let your teacher know so that the next quarter's materials can be ordered and delivered to you without delay. Materials typically take approximately one week to arrive after the order has been placed. Students transferring in mid-year can begin working in whichever quarter is most appropriate.

Lincoln Interactive

The Lincoln Interactive curriculum combines online instruction with hands-on discovery to engage students and keep them interested. The blended learning approach allows students to apply what they learn to real-world situations. They can experience web investigations, lab experiments, PowerPoint presentations, videos, games, and more. Lincoln Interactive students are able to do the majority of their work online including submitting assignments, receiving feedback and grades, and communicating with their teacher.

The Lincoln Interactive curriculum is available for RVA students from Grades 3-8. RVA students using the Lincoln Interactive curriculum are required to complete 160 lessons for the school year, but have the option of working up to Lesson 180. Lincoln Interactive students will be provided with a semester's worth of materials at a time. As you reach the end of the first 18 week semester, please let your teacher know so that the next set of materials can be ordered and for you. Materials typically take approximately one week to arrive after the order has been placed. Students transferring in mid-year can begin working in whichever semester is most appropriate.

BookShark

BookShark offers students from grade K-8 the chance to learn all of the required educational subjects through engaging books. BookShark's educational curriculum is built around grade-appropriate lists comprised of many of the finest works of literature and non-fiction. BookShark's learners view the world and historical events through unforgettable stories that span history and the globe. The book-based curriculum covers every required subject for traditional education, and ensures that BookShark students receive an expansive and deep academic learning experience through the lens of grade-appropriate books.

BookShark contains 36 week of lessons that are completed using a 4 day per week schedule. RVA students using the BookShark curriculum are required to complete 32 weeks worth of lessons for the school year, but have the option of completing all 36 weeks. Handwriting Without Tears, Sequential Spelling, Explode the Code, Wordly Wise, Saxon Math, Singapore Math, and Teaching Textbooks are some of the materials BookShark includes in their curriculum packages.

Odysseyware

Odysseyware is a customizable, web-based curriculum accessible from anywhere at any time. Odysseyware includes courses in the core subjects of social studies and history, math, language arts, and science, as well as a variety of electives. To ensure students begin at the appropriate grade level, placement testing is also available. RVA teachers are available to provide academic assistance, including direct instruction, remedial support, and feedback on the student's performance. The RVA believes that fully-online students need to be independent, academically driven, and highly motivated to be successful. Students enrolled in Odysseyware courses are expected to login daily and complete all online lessons, quizzes, and other tasks assigned. Completion of all assigned lessons is required before advancing on to the next grade or subject level.

Turning in Homework, Tests, and Other Required Work

Off-line homework and tests should be sent to the teacher in pre-marked envelopes from our office, or scanned and sent to your teacher's email address via pdf. We would like to see homework once a week, unless you and your teacher have agreed upon other arrangements. Contact your teacher about what s/he wants to see from you specifically, if you have questions about that.

Required Lessons

Students are not required to complete the entire curriculum provided to them. This is due to the fact that during the school year there are days that are spent at field trips, state mandated testing, participating in Community Service Projects, and other learning opportunities that take time from the 180 school days scheduled in traditional schools. The last 10-20 lessons contain preview lessons for the coming year and they can be done at the home mentor's discretion. The RVA is happy to offer incentives to students who complete all of the materials provided in order to help motivate those who have a desire to do so.

Curriculum Testing

Students will be tested in all of their subject areas. All tests can either be completed at home or at the RVA Office with the staff. When taking the tests, students can use any self-created notes but they may not use any books, worksheets, or calculators. Alternate testing is available if you would rather have your student give a presentation or do a project instead of the standard test. Talk to your teacher if you are interested in an alternate testing option.

State Mandated Testing

State testing is currently required of Wisconsin students in grades PreK – 11. We will let you know the date/s as they approach.

Community Service Project

Student in all grades are required to complete 8 hours of age-appropriate service during the school year. In high school, community service is a graduation requirement. The community service experience should culminate in a short write-up of the experience and why it was valuable to the student. Look for individual or group opportunities in your area by contacting the Regional Event Coordinator.

Extra Credit

Teachers will reward "extra credit" to students who do extra-curricular or supplemental activities. Just email your teacher about what they are doing outside of their lesson work, and your student/s will be credited. Sports, music, volunteering, etc... (An e-picture is always great too, and may end up on our bulletin board or Facebook page!)

Field Trips

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 (bottom left) to see field trips and other important dates!

PAC Meetings

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 is a good way to be connected to the RVA community, ask questions, have input, and get ideas.

Governance Board

The RVA Governance Board meets in Medford every other month, and is comprised of area school administrators, community representatives, and RVA parents. They determine the overall direction of the RVA in regards to budget, staffing, content, advertising and policies.

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: oe.dpi.wi.gov 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.

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.

Shared Enrollment

Rural Virtual Academy students shall be allowed to enroll in regular school day courses in the school district in which they reside. In order to enroll in a regular school day course, conditions must be met that are outlined in policy RVA-JECBE.

Faculty & Mentors

RVA Administrator

The RVA Administrator 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 Administrator and Governing Board of Consortium Administrators. Missions, methods, and management systems will be under the control of the RVA administrator, 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 may be assigned contingent upon the enrollment of online course material. Students are to communicate with the RVA Teacher through e-mail, telephone, or other forms of writing. Home visits are

allowed upon request and students may 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 respond to inquiries from pupils and parents or guardians of pupils by the end of the first school day following the day on which the inquiry was received.

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.

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.

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 and meets, 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.

Curriculum

The RVA curriculum will align with local, state, or national standards. Courses will be selected by ability and grade equivalencies to meet the needs of the individual student. The approval and cost of the purchased curriculum 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.

Lesson Completion

Students are required to complete daily lessons in all appropriate and assigned subject areas. 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 your 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.**

Textbooks & Materials

All RVA instructional resources and materials are property of the school. Upon request, completion of the annual lessons, end of the 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 at the end of the school year. Textbooks, trade books, novels, and other material which can be reused shall be returned to the RVA upon request, at the end of term, or upon withdrawal from school. **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.**

Extra & Co-curricular Participation

In accordance with Rural Virtual Academy Policy RVA-JECBE, RVA consortium PreK-8 students may participate in extra and co-curricular activities including athletics, (WIAA regulated or not), in their resident district. It is the intent of the WIAA Governing Board, as well as the RVA, to make the inclusion of athletic opportunities and other extra-curriculars available for our PreK-8 students. It is also the intent of the RVA to encourage participation of RVA students in other 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.

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.

Community Service

All RVA Students are required to complete a minimum of 8 hours of annual community service. The hours may be invested as each family 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, 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. These school designed service opportunities will be led and developed by the RVA's Regional Event Coordinators.

Service hours *do not need to be formally logged* but students are required to submit an age-appropriate written synopsis of their experiences including what was learned. 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.

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 may 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. Upon a student withdrawing from the RVA, their school issued e-mail account and any saved data will be deleted.

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.

Academic Testing

Subject Area Testing

Minimum subject area testing is required after the completion of a set number of daily lessons. Additional daily assessments may be required in the form of online writing, quizzes, and tests assigned by the RVA Teacher. Test results will be returned to the student and scores recorded by the RVA Teacher. The RVA Teacher / Administrator reserves the right to require students to take 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.

Placement Testing

When enrolling in the RVA, it is recommended that students complete a placement test. Or, if parents are unsure of their child's abilities, they may request to have their child complete a placement test. Placement tests will be given online or proctored in the RVA main office or other area as determined by the RVA Administrator in the presence of the RVA Teacher or other assigned designee. Upon receiving the results of the placement tests, the student will then be enrolled in the most appropriate grade/ program level.

Grade Advancement

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. The RVA utilizes a running grade book cumulating progress from the beginning to the end of a grade level curriculum. A final course grade is generated upon the completion of any particular grade level subject curriculum. All final grades will appear on a formal transcript.

The initial responsibility for deciding whether there will be retention or advancement of a student shall rest with the teacher(s) primarily responsible for the child's education, the administrator overseeing the child's teacher, and the parent/ legal guardian of the child. These provisions include but are not limited to: academic achievement, intelligence, attendance, self-image, attitude, experiential background, and social/ emotional maturity.

Transcript grades for students in grades 3-8 will be scaled using the classical five point discrete evaluation system using “A-F” as reporting marks. Grades will be determined using the following percentage scale:

A	100- 90%
B	89.99- 80%
C	79.99- 70%
D	69.99- 60%
F	59.99- 0%

Students enrolled in grades Pre-K-2 will receive comments on completed work and periodic grade updates with grades being posted a minimum of four times per year. These grades will be reported using the following scale:

A	Advanced
P	Proficient
B	Basic
M	Minimal

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

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.

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.

School Board Policies

RVA-EDCB	Computer and Software
RVA-EEA	Student Transportation
RVA-IFD	Curriculum Adoption
RVA-IIBB	Instructional Resources Materials
RVA-IIBGA	Internet Safety
RVA-IKE	Promotion Criteria K-8
RVA-JEB	Entrance Age
RVA-JE	Virtual School Attendance/ Participation
RVA-JFC-R	Code of Conduct Procedure
RVA-JECBE	Shared Enrollment

FILE: RVA-EDCB

MEDFORD AREA PUBLIC SCHOOL DISTRICT RURAL VIRTUAL ACADEMY

DATE ADOPTED: June 16, 2005 **FILE SECTOR:** RURAL VIRTUAL ACADEMY
DATE REVISED: March 15, 2007 **POLICY TITLE:** COMPUTER SOFTWARE
 June 20, 2013

1. If providing your own equipment, please contact the Rural Virtual Academy office for recommended specifications. The RVA is not responsible for maintaining a parent/s personal technology equipment.
2. RVA parents may request a **loan** of RVA equipment if viable computer equipment is not available in the home. If loaned, the computer will be released to the parent of the student upon the signing of "Statement of Compliance" registration form by both the parent and student. This compliance will become part of the student's cumulative record.
3. If you are experiencing technical problems, contact the RVA office. If it is determined that the problem is with district equipment, replacement or repair of the equipment will be made as soon as possible in order to reduce the amount of online instructional time missed by the student.

Internet Access -

1. Parents are responsible to provide the Internet connection to the home. The RVA reimburses the parent/guardian up to \$75.00 a month for Internet access. This reimbursement does not include costs associated with taxes, extra charges, fees, insurance, the purchase of non-essential hardware, etc. A copy of each month's billing statement must be provided to the RVA and verified for accuracy. Verified billing statements are then forwarded to the Medford Area Public School District's business office for reimbursement and final approval by the Medford Area Public School District Board of Education.
2. Content filtering and anti-virus software is installed on all RVA computers as required by the federal Children's Internet Protection Act (CIPA). Tampering or disconnecting the content filtering and/ or anti-virus applications on RVA computers being used by students is prohibited and will result in the loss of privilege to use RVA equipment.

Remote Access - The RVA reserves the right to remotely access the district computers for remote maintenance and/or software installation. Software may be installed on personal equipment that would allow remote installation of any necessary school software.

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:

**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)

FILE: RVA-IIBB

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

DATE ADOPTED: March 15, 2007
DATE REVISED: April 17, 2014

**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:

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-IKE

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

DATE ADOPTED: January 17, 2008 **FILE SECTOR: RURAL VIRTUAL ACADEMY**
POLICY TITLE: PROMOTION CRITERIA PreK-8

Promotion and retention will be determined by using guideline established by Medford Area Public School District policy RVA-IKE. The initial responsibility for deciding whether there will be retention or advancement of a student shall rest with the teacher(s) primarily responsible for the child's education, the administrator overseeing the child's teacher, and the parent/ legal guardian of the child. These provisions include but are not limited to: academic achievement, intelligence, attendance, self-image, attitude, experiential background, and social/ emotional maturity.

Before a decision to retain a child is made, the RVA Administrator and RVA Teacher shall ensure that appropriate communication regarding the child's educational or related difficulties has taken place between the school and the parent(s)/guardian(s) at appropriate times. Promotion or retention due to social/ emotional maturity may not always solve a student's school achievement problem.

These guidelines are designed to encourage early identification and interventions for those students who have academic, behavioral, and/or emotional difficulties. Written confirmation will be sent to the parent/guardian and placed in the student's cumulative file regarding the final decision at the end of the school year.

In the event that there is a disagreement regarding promotion/ retention that cannot be resolved, the parent reserves the right to appeal the decision to the RVA Governance Board for final determination.

CROSS REFERENCE: IKF

LEGAL REFERENCE: Wis. Stat. 118.33(6)(b)

FILE: RVA-JEB

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

DATE ADOPTED: November 20, 2014 **FILE SECTOR: RURAL VIRTUAL ACADEMY**
POLICY TITLE: ENTRANCE AGE

Children who meet the age requirements of this state shall be enrolled in pre-kindergarten, kindergarten, and/or first grade at the beginning of the school year. Upon enrollment of a child in pre-kindergarten, kindergarten, or first grade, required documents including but not limited to a birth certificate and immunization records, shall be submitted in accordance with state and federal law and board policy.

The RVA shall enroll in pre-kindergarten, kindergarten, and first grade only those children who have become four, five, and six years of age respectively on or before September 1 in the year he/she proposes to enter school. A child whose birthdate does not meet the date requirements may apply for early admission to pre-kindergarten, kindergarten, or first grade. Applicants for early admission must meet the standards, conditions, and procedures adopted by the RVA Governance Board and Wisconsin law.

The RVA shall enroll in 9th grade those students who have successfully completed through grade level promotions all prior grades levels. Applicants for advanced admission into 9th grade must meet the standards, conditions, and procedures adopted by the RVA Governance Board.

Consortium districts have the right to refuse or accept applications for early entrance or grade level promotions based upon individual local school district policy and procedures.

CROSS REFERENCE:

LEGAL REFERENCE: '115.79, 118.14, 120.12, 252.04, Wis. Stats. PI 36.06 Wisconsin Administrative Code

FILE: RVA-JEB-R

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

DATE ADOPTED: November 20, 2014

FILE SECTOR: RURAL VIRTUAL ACADEMY

POLICY TITLE: EARLY/ ADVANCED

ADMISSION GUIDELINES

**GUIDELINES FOR EARLY ADMISSION TO
PRE-KINDERGARTEN/ KINDERGARTEN/ 1st GRADE/ 9th GRADE**

The Rural Virtual Academy Governance Board believes that it is only in exceptional cases that early admission to school or advanced grade levels is appropriate or a benefit to the child. The Governance Board recognizes, however, that children do develop at different rates, making early admission into school or an advanced grade level appropriate for some children. The RVA does not discriminate on the basis of disability. Consequently, a parent(s)/guardian(s) may request early admission to pre-kindergarten, kindergarten, first grade, or 9th grade by following the procedures and guidelines listed below:

1. A written application stating the reason for early entrance, (form RVA-JEB-E), must be completed by the parent(s)/guardian(s) and submitted to the RVA Administrator or designee for review.
2. If the applicant resides within a consortium member district, the application and request of the applicant will be forwarded to the consortium district for consideration. Only upon the approval of the consortium district will an applicant be allowed to proceed with this policy.
3. If the applicant is applying for early entrance to 4-year-old kindergarten (pre-kindergarten) in the RVA under open enrollment, the Medford Area Public School District may approve the application and assign the student to its 4-year-old kindergarten (pre-kindergarten) only if the student is evaluated and found eligible for early admission by the student's resident school district, in accordance with the resident school board policy under §120.12(25). An acceptance of open enrollment by the resident district would fulfill this eligibility requirement.

If the applicant is open enrolled, or applying for early entrance to 5-year-old kindergarten in the RVA under open enrollment, the Medford Area Public School District may approve-the application and assign the student to either a 5-year-old kindergarten or if the pupil is evaluated and found not ready, the district may assign the student to pre-kindergarten (4-year-old).

If the applicant is open enrolled, or applying for early entrance to 1st grade in the RVA under open enrollment, the Medford Area Public School District may approve the application and assign the student to either 1st grade or if the student is evaluated and found not ready, the district may assign the pupil to 5-year-old kindergarten.

If the applicant is open enrolled, or applying for early entrance to 9th grade in the RVA under open enrollment, the Medford Area Public School District may approve the application and assign the student to either 9th grade or if the student is evaluated and found not ready, assign the student to the age or readiness appropriate grade level.

4. A personal interview with the parent(s)/guardian(s) will be held with the RVA Administrator or designee to determine the reason(s) the parent(s)/guardian(s) is requesting early or advanced admission of his/her child. Grade level teacher(s) and school student services personnel may also be involved with this interview. Pending consensus that early or advanced admission would be in the best interest of the child, early or advanced entrance into the RVA may be granted following the completion of a written application and personal interview.
5. Should a consensus not be reached, or upon the request of the parent(s)/guardian(s), RVA Administrator or designees, appropriate screening programs, record requests, or evaluations may be utilized to further determine academic, social, physical, and emotional readiness for school or grade level. These screeners, record requests, and/or evaluations will be at no cost to the parent(s)/guardian(s).
6. After the screening, review of appropriate records and/or formal evaluation has been completed; the parent(s)/guardian(s) and RVA Administrator will meet and review recommendations. If there is no consensus in the recommendations, the RVA Administrator or designee will determine if the child is to be accepted for early or advanced admission.
7. A parent(s)/guardian(s) may appeal the decision of the RVA Administrator or designee to the RVA Governance Board who will review the case and render a decision. The Governance Board's decision will be final.

FILE: RVA-JE

MEDFORD AREA PUBLIC SCHOOL DISTRICT

DATE ADOPTED:	April 16, 2009	FILE SECTOR:	RURAL VIRTUAL ACADEMY
DATE REVISED:		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
DATE REVISED: June 20, 2013

FILE SECTOR: Rural Virtual Academy
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 apology, 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.

FILE: RVA-JECBE

MEDFORD AREA PUBLIC SCHOOL DISTRICT

DATE ADOPTED: March 15, 2007

DATE REVISED: March 20, 2008

DATE REVISED: April 16, 2009

June 20, 2013

FILE SECTOR: RURAL VIRTUAL ACADEMY

POLICY TITLE: SHARED ENROLLMENT

Rural Virtual Academy students shall be allowed to enroll in regular school day courses, extra, and co-curricular activities within the consortium school district they reside. In order to enroll in a regular school day courses, extra, or co-curricular activities, the following conditions must be met:

1. The student has met all standards for admission to the elementary and/or middle school established by the consortium school district.
2. The student has satisfied any prerequisites and/or entrance requirements for the course(s) he/she wishes to take.
3. The student must reside in the school district where the courses are being taken.
4. Sufficient space is available in the classroom(s) as determined by the consortium school district.
5. The decision has been mutually agreed upon by the student's parent/legal guardian, RVA Administrator, and consortium school district's building principal.
6. Transportation is the responsibility of the parent/legal guardian; however, shared-enrollment student may ride their school district's bus if their schedules and routes coincide with the students' schedule. Bus routes and schedules will not be changed to accommodate shared enrollment students.
7. RVA students may participate in extra and co-curricular activities, including athletics (WIAA regulated or not) in their resident district, with prior signed approval from the consortium district's building principal on the "RVA Extra/ Co-curricular Participation Form". Final determination of participation in any extra or co-curricular activity will be made by that consortium district's building principal. Students participating in those district activities will be subject to those policies and procedures governing participation and eligibility.

CROSS REFERENCE:

LEGAL REFERENCE: