



Student Handbook
School Policies &
Procedures
Grades PreK-8
2023-2024



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Rural Virtual Academy Mission Statement

It is the mission of the Rural Virtual Academy to:

- establish committed, long term, and trusting relationships with everyone in our school family and community;
- help instill and reinforce values which ensure personal success in every person we are connected to;
- provide the highest quality academic options and support available to all students, families, and districts for whom we have the privilege to serve.

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.

Academics

Curriculum & Educational Materials

The Rural Virtual Academy provides numerous curriculum options for families to choose from. The curriculums range from paper-based options to completely online options. The RVA also has combination options where students can have both paper-based and online courses. The courses can also be taken with either live, daily instruction or independently. Upon enrollment and registration, the RVA staff will help families to choose a curriculum that will best meet the needs of individual students. A complete listing of curriculum options can be found on the RVA's website.

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. If a curriculum or course change is requested, approval is required by the RVA teacher, Student Services Coordinator, and RVA Administration. In order to maintain accurate promotional grade criteria for non-disabled students, specific limitations of multi-leveled material can be set at the discretion of the RVA Administrator.

Return of Textbooks & Materials

All RVA instructional resources and materials are property of the school. Only full time enrolled students are eligible to receive a school computer on loan. 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.

Lesson Completion & Academic Probation

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 course pace, academic progress, engagement in reciprocal communication, or failure to meet any other requirements of the school, as determined by your RVA teacher, will eventually result in the RVA placing a student on Academic Probation. If failing to participate as expected, the home mentor and student will receive notification with a warning letter. Repeated failures to participate with the RVA's expectations will result in the dismissal of a student from the RVA for failure to participate in accordance with State statute (118.40 (8)(f)(g) and RVA policy RVA-JE.

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. Teachers

would like to see homework once a week, unless other arrangements have been agreed upon by the RVA teacher and parent. Contact your teacher about what s/he wants to see from you specifically, if you have questions about that.

Retakes of Formative & Summative Academic Work

In general, it is left to the RVA Teacher's discretion to allow student work submitted for the purpose of formatively assessing a student's general progress in learning to be redone. Work submitted by a student to demonstrate improved learning on daily assignments and other formative academic work will generally be accepted with a replacement grade applied. Summative assessments including written tests, projects, and oral examinations are generally accepted to be submitted once for a final grade. RVA Teachers may allow for retake of summative assessments in rare and extraordinary circumstances.

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.

Camera On Classes

Some online courses require "camera on" presence from students. Students enrolled in "camera on required" courses are expected to maintain a live camera-on presence during all times the course is being instructed. Camera-on requirements are general expectations in courses where students' active participation, general attendance, or visual evaluation of performance is necessary.

Curriculum Testing

Students will be tested in all of their subject areas. All tests can be completed at home. 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

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. Parents are permitted to opt out of all state required examinations by requesting so in writing to the RVA Administration.

Community Service Project

Students 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 and your teacher.

Responsibility & Participation Credit

RVA Teachers reserve the privilege to award student's responsibility and participation credit for maintaining adequate academic progress, participating in written or verbal discussions, or for other positive class or individual academic interactions.

Extra Credit

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

Enrollment

Students in Pre-K through grade 12 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 are 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 time lines and forms provided by the Department of Public Instruction. More information can be found on the DPI website: <https://dpi.wi.gov/open-enrollment> or by contacting the RVA office.

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 may 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. Additionally, local school board policy and / or applicable state statutes may further limit specific access to shared courses within the student's resident or non-resident school district.

Orientations

The RVA provides orientations to both new and returning families to review the basic expectations, policies, and procedures of the school. Annually, all families are expected to attend a school orientation to receive applicable updates. New families are required to attend an orientation. Failure for a new family to attend an orientation could result in disqualification of continued student enrollment in the school for failure to comply with communication expectations outlined in the Home Mentor agreement.

Faculty & Mentors

RVA Administration

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 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. Students are to communicate with the RVA Teacher through email, web-conferencing, telephone, or other forms of writing. Students may be required to report in person to a designated facility for occasional mandatory testing, educational support, 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 individual student's needs. Additionally, the Home Mentor is primarily responsible for the direct supervision of the student and ensuring that all school and home behavioral expectations are being met. The specific expectations of the Home Mentor are outlined in the "Home Mentor Agreement" which is signed by the primary parent or guardian upon registering for school. 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 the consent of the RVA Administrator, and upon signing a release of confidential information for that student. If it is discovered that the Home Mentor is unable or unwilling to comply with the responsibilities and expectations as defined in the Home Mentor Agreement, the result of that non-compliance may be an immediate disqualification of the student's eligibility to attend the RVA. Any student withdrawn from the RVA for any failure of the expectations of the Home Mentor will be immediately remanded back to their resident school district for placement in another public school.

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 composed 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 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.

Extra & Co-Curricular Participation

In accordance with Rural Virtual Academy Policy RVA-JECBE, RVA consortium PreK-12 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 extracurriculars available for our PreK-12 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.

Additionally, the RVA offers extracurricular activities for students to participate within the school. Extracurricular activities are those defined to be activities which are competitive in nature, associated in pursuit of a normal course of academic study, and a privilege to participate within by students abiding by the RVA's "Extracurricular Code of Conduct."

Extracurricular Code of Conduct

The RVA's Extracurricular Code of Conduct outlines the basic expectations of a student choosing to participate and remain eligible within this activity. These expectations are based upon "Relationships, Values, and Academics" which together encompass the standards set forth in all facets of the school to be instilled and promoted. Each student participating in an RVA extracurricular must sign the code of conduct along with a parent or guardian. See page 31 to view the RVA's Extracurricular Code of Conduct.

Activities, Online Events, Clubs, & Field Trips

The RVA recommends that students participate in offered school-sanctioned activities, online events, clubs, and field trips throughout the school year. All such activities are voluntary, however, we highly recommend attendance. There are generally no costs associated to students or families to participate in school sanctioned activities. Regional Event Coordinators in your area look to provide local activities close to home. Check out the "Activities" section of the RVA website along with the RVA calendar to see field trips and other important dates. RSVPs will be emailed to families via school email accounts to sign-up. Questions regarding participation can be sent to the RVA Activities Director, Josh Duwe, at: josh.duwe@ruralvirtual.org.

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 focuses on 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 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, live classes, on or off site tutoring, telephone conversations,

two-way e-mail correspondence, or interactive online correspondence with the RVA Staff and/or assigned online instructor constitutes full time enrollment.

General communications between the school and home are expected to be carried out on school monitored systems as much as possible. Communication between home and school using personal email accounts, other correspondence, or use of private cellular or telephone should be limited to rare and extraordinary circumstances or when all other forms of school sanctioned and monitored communication has failed.

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 Connectivity

The Home Mentor is responsible for maintaining a safe and reliable internet connection for student use.

Length of School Days

The standard length of a school day for students in the RVA is from 8:00 a.m. until 3:00 p.m., Monday through Friday. These times may be modified for special reasons such as early dismissal, parent/teacher conferences, field trips, and other school-sanctioned events.

Required Attendance Days

Students regardless of course or instructional type may be required to occasionally attend online classes or presentations. These may include weekly announcements, special presentations, or periodic schoolwide assemblies.

Required Attendance Classes

Students who are enrolled in live daily instructional classes in grades PreK-8 are required to attend those classes on a daily basis, unless a reason for absence was provided to the teacher. Reasons can be provided either before or after the absence. Habitual failure to attend live daily instructional classes may result in a student being dropped from the class and reassigned to a different academic pathway, or remanded to their resident school district for a general failure to participate in accordance with State statute (118.40 (8)(f)(g) and RVA policy RVA-JE.

No Live Classes – Independent Work Days

Days on the school calendar marked as “No Live Classes-Independent Work Days” are required school days in which students are to complete assigned schoolwork absent of teacher direct instruction. Students are expected to be logged into online courses and systems during these days.

Student Employment During School Year

Students regardless of course, instructional type, or “earned flexibility” are prohibited from taking on

employment during the school day as regularly defined to be between 8:00 a.m. and 3:00 p.m. Permitted exceptions include those students who are employed under school-sanctioned mentorship programs, school to work programs, work studies, or youth apprenticeships. It is the Home Mentor’s responsibility to disclose to the RVA if their child is pursuing employment and/or working during any portion of the school day.

If it is discovered that the Home Mentor did not disclose the employment of their student during the school day, the result of that non-disclosure may be an immediate disqualification of the student’s eligibility to attend the RVA. Any student withdrawn from the RVA for the Home Mentor’s failure to disclose their student’s employment during the school day will be immediately remanded back to their resident school district for placement in another public school.

Most Wisconsin employers hiring or permitting minors between the ages of 12 and 15 to work must possess a valid work permit for each minor before work may be performed. The work permit establishes a minor’s proof of age and ensures that the employer, parent/guardian, and minor are aware of the employment of minors’ laws and regulations.

The exceptions to the permit requirement are:

- Minors employed in agriculture
- Minors working in or around a home and not in connection with the employer’s business
- Volunteer work for a nonprofit organization, not as an employee
- Public entertainment or exhibition
- Street trades for fundraising for nonprofit organizations, private or public schools
- Apprentices under Wis. Stat. § 106
- Employed under the direct supervision of their parent or guardian in connection with the parent’s or guardian’s business, trade, or profession.

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 of privacy. These educational accounts include email addresses, online data storage, online applications, and subscription services. The RVA holds no liability for illegal actions pursued during the use of these publicly 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 email account and any saved data will be deleted.

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

RVA faculty are expected to restrict communication with RVA families and students using personal email accounts. Because of this, it is an expectation of RVA families and students to check and utilize the school provided email for all school communication.

Video Conferencing and Chat Applications

The Rural Virtual Academy reserves the right to provide, monitor, restrict, and suspend user access to integrated video conferencing and chat applications for any reason deemed reasonable and prudent to maintain a person's health, safety, and best interest.

Student Name Identification & Gender Identification

Other than for specific and reasonable exceptions, RVA students are to use their legal name and gender for formal identification during all school functions, online classes, and correspondence. RVA teachers and staff are required to only address students by their legal names and genders unless there is an agreed-upon consent between the parent(s) and the school that their child could be addressed by another name or gender. If a student does not associate favorably with their legal name or gender, a request can be made to be addressed under a pseudonym or alternate gender to their teacher or school administration. The administration will conduct a parent meeting to address the student request for name or gender change. Outcomes of the decision will be final and shared with the students and staff who have a legitimate interest to know. Common derivatives of formal names will also be permitted to be used under the professional discretion of the RVA teacher.

Student Customized Profile Images

The Rural Virtual Academy reserves the right to provide, monitor, restrict, and suspend user access to users who post inappropriate profile images which portray vulgar, profane, discriminatory, or which cause a significant disruption to the general operation of normal school activities. Users who utilize inappropriate customized profile images on school owned or leased applications, devices, or properties will be provided the opportunity to change their image prior to receiving disciplinary consequences. Failure to comply with a request to change a profile will result in disciplinary action up to and including suspension of user account privileges and possible termination of enrollment to the school.

Reimbursements & Discounts

RVA families are eligible to receive reimbursements and discounts for certain educational expenses not covered directly by the school.

Internet Reimbursement

The Rural Virtual Academy Governance Board supports the reimbursement for home internet usage for full time RVA students. RVA families are eligible for biannual reimbursements of \$180 to a maximum of \$360 annually if able to meet all of the the following criteria:

- Complete signed "Statement of Understanding" regarding the RVA's internet reimbursement guidelines upon initial and all subsequent student registrations.
- Have at least one child actively enrolled in the RVA on these dates:
 - December 15
 - April 15
- Have no outstanding unpaid balances or fines owed to the RVA or any consortium school district.

Prior to set deadlines, successfully respond to an emailed survey requesting confirmation to either receive or decline reimbursement and to verify current home mailing address. Emailed surveys are only sent to RVA parents and/or guardians via their designated ruralvirtual.org school domain email address. This is to confirm active participation, compliance with communication expectations, and demonstration of successful use of required school provided communication systems.

Late submissions may be approved at the discretion of RVA Administration for rare, unforeseen, and unavoidable conflicts.

Checks are mailed following the regularly scheduled Medford Area Public School District's monthly Board of Education meeting. The Rural Virtual Academy Governance Board reserves the discretionary right to deny reimbursement to any user and to adjust the rate at any time.

Mileage Reimbursement

The Department of Public Instruction allows the reimbursement of mileage for parents who are open enrolled to the RVA for travel costs associated to and from school sponsored activities. Mileage reimbursement rates, other eligibility criteria, claim forms, and submission dates can be found on the Wisconsin Department of Public Instructions website. Families are encouraged to keep a log of miles, dates, and school activities attended for auditing purposes. The Rural Virtual Academy does not reimburse families for mileage.

Home Educator Card

At the discretion of the RVA, parents may be issued a "Home Educator Card." These cards can be used at businesses which provide discounts to teachers and home educators who purchase supplies for educational use. No business is required to accept these cards for discount purposes.

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.

It is the responsibility of the RVA teachers to maintain appropriate levels of safety and order within their assigned classrooms and students. Individual teachers are provided latitude to develop and implement individualized classroom and student behavioral expectations and management plans. It is recognized that the most successful behavioral management plans are those built in conjunction with student, parent, and administrative input while taking into consideration individual student needs and school expectations. School administrators actively monitor student online behavior while students are logged into the RVA domain.

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 instructional classes, activities, or events
- Inappropriate behavior or actions during events in-person instructional classes, activities, or events
- Disrespectful, inappropriate conduct, and/or insubordination (not following reasonable directives in a timely manner)
- Possession of weapons (at school events)
- Possession of illegal or other drugs, alcohol, tobacco, or other banned substances
- Vulgar/obscene language, gestures, and/or displays
- Sexual harassment
- Discriminatory harassment

- Damage of school property
- Violating policy RVA-IIBGA's Condition and Rules for Use for Internet Safety and Conduct
- Causing or participating in the physical, psychological, emotional, or reputational harm of another person or the school
- Any behavior that threatens a likelihood of substantial disruption in school, including 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 interest of the student and the school, several disciplinary options are available.

In-School Suspension (ISS): A student may lose access to daily, live classes and/or 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, a letter of apology, 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. In general, the following progressive disciplinary actions are imposed when students purposely or repeatedly engage in academically dishonest actions:

First Offense: Verbal Warning. First offenses generally result in a required meeting between parents, teacher(s), and students. Student work will receive no credit, but students will be provided the opportunity to redo for full credit.

Second Offense: Verbal and Written Warning. Second offenses require a meeting between parents, teacher(s), and students. A written warning will be sent by the teacher to the student, parent/guardian, and RVA Administration. Student work will receive no credit and the opportunity to redo the assignment for partial credit will be left to the discretion of the teacher(s).

Third & Subsequent Offenses: Specific Consequence. Third and subsequent offenses will result in the matter being referred to RVA Administration. Third and subsequent offenses are considered habitual misconduct and are subject to disciplinary dispositions outlined in policy RVA-JFC. Third and subsequent offenses may lead to suspensions and possible termination of a student's enrollment in the RVA.

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. Parents are permitted to opt out of all state required examinations by requesting so in writing to the RVA Administration.

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. 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 culminating 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 – 93%
A-	92.99 – 90%
B+	89.99 – 87%
B	86.99 – 83%
B-	82.99 – 80%
C+	79.99 – 77%
C	76.99 – 73%
C-	72.99 – 70%
D+	69.99 – 67%
D	66.99 – 63%
D-	62.99 – 60%
F	59.99 – 0%

Students enrolled in grades PreK-2 will receive comments on completed work with periodic grade updates given to home mentors. 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. Specific questions regarding special education or related services can be directed to the Director of Pupil Services and Special Education, Kathy Alexander, at: kathy.alexander@ruralvirtual.org and the Director of District Connect Special Education, Sam Penry, at: sam.penry@ruralvirtual.org

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 email, or direct home mailing. The foregoing information is subject to revision and is in effect for the current school year.

School Board Policies

All RVA policies can be viewed online at: www.medford.k12.wi.us/district/policies.cfm

RVA-BBA	Governance Board Powers and Duties
RVA-BDDH	Public Participation at RVA Governance Board Meetings
RVA-DB	Operational Budget and Agreements
RVA-EDCB	Computer and Software
RVA-EEA	Student Transportation
RVA-IFD	Curriculum Adoption
RVA-IGADA	Work Experience Opportunities
RVA-IGBB	Programs for Gifted and Talented
RVA-IGCA	High School Summer School
RVA-IGCD	Start College Now/Early College Credit Program
RVA-IGDF	Sales and Fundraising Activities
RVA-IGHA	Physical Education Exemptions
RVA-IGHB	Physical Education Equivalent Courses
RVA-IHGA	High School Credit for Courses Taken by Pre-High School Students
RVA-IIB	School and Class Size
RVA-IIBB	Instructional Resources and Materials
RVA-IIBGA	Internet Safety
RVA-IKE	Promotion Criteria PreK – 12
RVA-IKF	Graduation Requirements
RVA-IKFA	Early Graduation Requirements
RVA-IKFB	Commencement Exercises
RVA-IL	Testing Program
RVA-JB	Equal Educational Opportunities
RVA-JE	Virtual School Attendance/Participation
RVA-JEB	Entrance Age
RVA-JECBB	Transfer/Home-Based Students
RVA-JECBD	School Open Enrollment
RVA-JECBE	Shared Enrollment
RVA-JFC	Code of Conduct
RVA-JHG	Child Abuse/Neglect Reporting
RVA-JI	Students Awards and Scholarships
RVA-JIA	Wisconsin Academic Excellence Higher Education Scholarship Program
RVA-JIB	Wisconsin Technical Excellence Scholarship Program

Elementary School Calendar 2023-2024

August 2023						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

September 2023						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

October 2023						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

November 2023						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

December 2023						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

January 2024						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

February 2024						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

March 2024						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

April 2024						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May 2024						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

June 2024						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

- Orientations (August 2, 3, 9, & 10 – Online)
- No Classes
- No Live Classes – Independent Work Days
- 1st Semester Start/End (September 1 – January 18)
- 2nd Semester Start/End (January 22 – May 29)
- Class Days

Middle School Calendar 2023-2024

August 2023						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

September 2023						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

October 2023						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

November 2023						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

December 2023						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

January 2024						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

February 2024						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

March 2024						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

April 2024						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May 2024						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

June 2024						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

- Orientations (August 2, 3, 9, & 10 – Online)
- No Classes
- No Live Classes – Independent Work Days
- 1st Semester Start/End (September 1 – January 18)
- 2nd Semester Start/End (January 22 – May 29)
- Class Days
- Progress Checks / Class Days