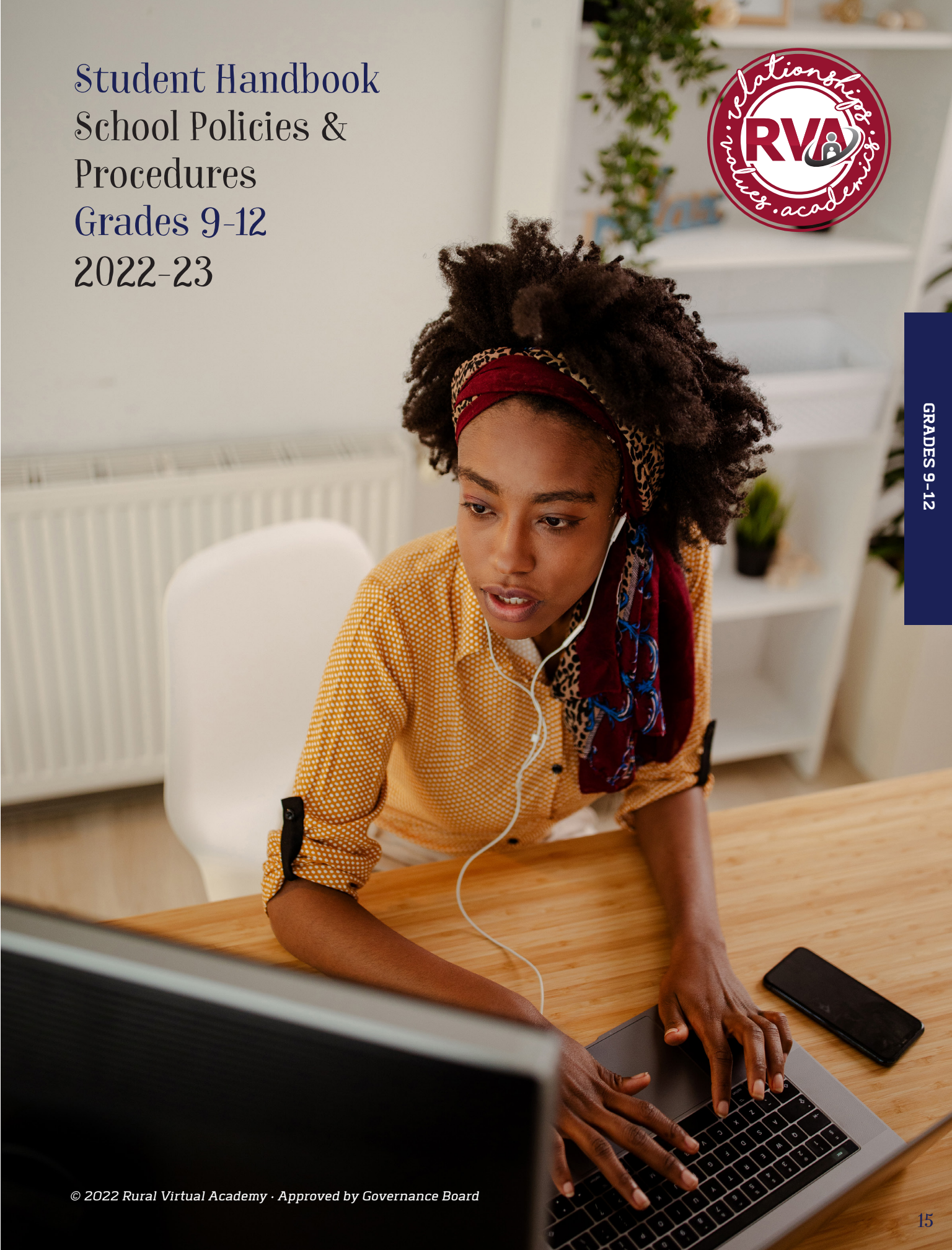


Student Handbook  
School Policies &  
Procedures  
Grades 9-12  
2022-23



GRADES 9-12

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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.

## Introduction

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

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

## Grades 9 – 12 at a Glance

The RVA offers a high school option for grades 9 – 12. Each of the topics listed below will be described in detail in the handbook.

RVA Grades 9 – 12 are open to full time, online students.

- Students will be required to complete 24 credits of study in order to meet graduation requirements. Students enrolled through a consortium district will be required to meet local graduation requirements.
- Grade 9 students will need to complete a minimum of six credits in the areas of: math, science, social studies, English/language arts, health/physical education, and elective courses.
- Grade 10 students will need to complete a minimum of six credits in the areas of: math, science, social studies, English/language arts, physical education, and elective courses.
- Grade 11 students will need to complete a minimum of six credits in the areas of: math, science, social studies, English/language arts, physical education, and elective courses.
- Grade 12 students will need to complete a minimum of six credits in the areas of: English/language arts, elective

courses, and complete all graduation requirements.

- Most students will be using an online curriculum and are able to meet with their teachers daily.
- **Courses either have “earned flexible attendance” or “required daily attendance.”** Attendance at daily classes is required until the first progress check in all classes. After the first progress check, teachers in those classes which have “earned flexible attendance” will notify students who have earned the privilege to continue to progress through the course content without having to attend live daily classes. Students can earn flexibility in daily attendance by demonstrating mastery of the concepts and the ability to maintain adequate pace. “Earned flexible attendance” is a privilege and can be revoked for any reason deemed necessary to ensure the highest outcomes of academic success for each student. Courses which maintain “required daily attendance” are courses where students are expected to attend live daily classes for the duration of the course.
- **Some 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.
- Eight hours of community service for every year a student is enrolled in the RVA is a graduation requirement.
- All students must take a Civics Exam as part of Wisconsin’s graduation requirements.
- Students in the RVA may be eligible to participate in WIAA Interscholastic Sports, if they are enrolled from a consortium district.
- Computers will be provided and an internet stipend may be issued by the RVA to students enrolled in the RVA full time.
- Students will be asked to complete State Mandated Testing during the school year.
- A variety of field trips will be held throughout the school year.

## High School Requirements

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

English/Language Arts – 4 credits  
Social Studies – 3 credits  
Mathematics – 3 credits  
Science – 3 credits  
Physical Education – 1.5 credits  
Health Education – 0.5 credits  
Electives – 9 credits  
**Total – 24 credits**

- To ensure students are on pace for graduation, in Grade 9, students must take a minimum of six credits including English (1), social studies (1), mathematics (1), science (1), health (0.5), physical education (0.5), and an elective (1).
- To ensure students are on pace for graduation, in Grade 10, students must take a minimum of six credits including English (1), social studies (1), mathematics (1), science (1), physical education (0.5), and electives (1.5).
- To ensure students are on pace for graduation, in Grade 11, students must take a minimum of six credits including English (1), social studies (1), mathematics (1), science (1), physical education (0.5), and electives (1.5).
- To ensure students are on pace for graduation, in Grade 12, students must take a minimum of six credits including English (1) and electives (5).
- In addition to earning the required credits needed for graduation, all students must complete eight hours of community service every year they are enrolled in the RVA.
- As a graduation requirement, students need to take a civics test consisting of 100 questions and earn a passing score of 65%. Students with an IEP must complete the civics exam, but do not have to pass it in order to graduate.
- Students are allowed to take college level courses under the State of Wisconsin’s “Start College Now” and “Early College Credit Program.” A maximum of 18 credits in either program, or in combination, will be allowed to be earned. Students taking courses in these approved programs will be awarded 0.25 high school credits for each 1.0 college credit earned.
- Students are allowed to take “dual credit” courses offered by the RVA and taught by RVA teachers. Students taking “dual credit” courses are able to earn the assigned number of college credits as well as 0.5 high school credits per semester.
- Students enrolled in the RVAHS through a consortium district may be required to follow the graduation requirements of their resident district, which could differ from the RVAHS’s graduation requirements.

## Physical Education Equivalent Courses

In accordance with policy RVA-IGHB, students who participate in at least 95 percent and 90+ hours of a school-sponsored sports season, organized physical activity, or another recognized state or nationally sanctioned sport may fulfill a 0.5 credit per semester towards their total 1.5 credits of Physical Education. Parents or guardians of students wishing to seek allowance for a physical education equivalency course should contact their school counselor for details on completing necessary requirements.

## Early Graduation

In accordance with policy RVA-IKFA, the RVA recognizes that some students pursue educational goals which include graduation from high school at an earlier date than their designated class. Therefore, the RVA allows for early graduation for students who have met the requirements outlined in policy RVA-IKFA-R. Parents or guardians of students wanting to seek allowance for early graduation should contact their school counselor for details on completing necessary requirements.

## Graduation Commencement Programs

In accordance with policy RVA-IKFB, students who have met the graduation requirements set for by the Rural Virtual Academy or consortium districts will be allowed to participate in a graduation commencement program. Participation in a commencement program is not required. Students choosing to participate will be allowed to partake in one program. Students who graduate early in accordance with policy RVA-IKFA will be allowed to participate in the next commencement program following their graduation.

## Community Service

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

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

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

## Work Experience

RVA shall provide access to school supervised work experiences for students where appropriate and/or

required by law in conjunction with policy RVA-IGADA. All work experience will be coordinated by licensed school personnel and credit toward graduation may be given with the approval of the RVA Principal. Work experience opportunities shall be designed to enable the learner to acquire knowledge, skills, and attitudes for work and other life roles by participating in or observing actual work settings. For more information, please contact the RVA’s Work Experience Coordinator, Kathy Alexander, at [kathy.alexander@ruralvirtual.org](mailto:kathy.alexander@ruralvirtual.org).

**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.

State and federal laws do not limit the hours that minors 16 years of age or over may work, except that they may not be employed or permitted to work during hours of required school attendance under Wis. Stat. § 118.15.

State and federal laws also permit minors under 16 to work up to seven days per week in the delivery of newspapers and agriculture. In most other types of labor, minors under 16 may only work six days a week.

Most employers must obtain work permits for minors before permitting them to work.

**Civics Exam Requirement**

Students in Wisconsin are required to take a civics test consisting of 100 questions that are identical to the 100 questions that may be asked of an individual during the process of applying for U.S. citizenship by the United States Citizenship and Immigration Services. Students must correctly answer at least 65 of the questions in order to graduate. Students with an IEP (Individual Education Program) must complete the test, but do not have to pass it in order to graduate. Students identified as LEP (Limited-English Proficient) may take the test in a language of their choice.

**Course Work Completion**

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

**Grading**

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

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

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

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

All approved Advanced Placement (AP), dual-credit, or Wisconsin institute of higher education classes are weighted. Grades earned in these courses carry one additional grade point. For example, a B+ would earn 4.33 points.

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

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

If an individual student’s course content and/or assessments is modified, (not accommodated), to exclude more than 25%, they will be awarded a “P” or “E” grade as determined by the course instructor and RVA administration.

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.

## Course Drops

Students are permitted to drop courses within the first three weeks from the start of the course. Students should work with their School Counselor on schedule changes. After the three week drop period, approval for course drops is at the discretion of RVA Administration.

## Transferring Course Credits

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

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

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

the student may receive pass/fail grades for the courses obtained through the home school program. The RVA reserves the right to refuse transfer credits from any home-based program.

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

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

## Grade Point Average (GPA)

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

Advanced Placement (AP) Courses, dual-credit, and Wisconsin institute of higher education classes are college level in content, have a higher workload, and require a larger time commitment. Therefore, grades earned in these courses are weighted and carry one additional grade point.

While Community Service is a graduation requirement, students will receive a “Pass or Fail” grade and it will not factor into their GPA.

## Honor Roll

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

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

## “Earned Flexible” or “Required Daily” Attendance

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

Courses either have “earned flexible” or “required daily” attendance. Attendance at daily classes is required until the first progress check in all classes. After the first progress check, teachers in those classes which have “earned flexible attendance” will notify students who have earned the privilege to continue to progress through

the course content without having to attend live daily classes. Students can earn flexibility in daily attendance by demonstrating mastery of the concepts and the ability to maintain adequate pace. “Earned flexible attendance” is a privilege and can be revoked for any reason deemed necessary to ensure the highest outcomes of academic success for each student.

Students can earn flexible attendance and the right to work at their own pace by demonstrating that they are able to make adequate progress, including mastery and pacing. Attendance requirements will be decreased for students demonstrating mastery of the concepts, earning a grade of at least a 75%, and the ability to follow the minimum pacing guide. Earned flexibility will be determined at each of the Academic Progress Checks held throughout the school year. If a student who has earned flexibility starts to fall behind or does not show an understanding of the material, the teacher can revoke the student’s earned flexibility and require the student to attend daily classes until the next Academic Progress Check, at which time the student’s progress will be reassessed. Students who are determined to be not in full attendance will be subject to possible “failure to participate” procedures and removal from the RVA in accordance with State statute (118.40 (8)(f)(g) RVA policy RVA-JE.

Courses which maintain “required daily attendance” are courses where students are expected to attend live daily classes for the duration of the course. Students who fail to attend classes with mandatory attendance will be failed or dropped from the course. All students enrolled in dual-credit collegiate level courses taught by RVA teachers must maintain daily attendance. Due to the rigor and general academic expectations of collegiate leveled coursework, students enrolled are expected to attend live classes on a daily basis with absences allowed for acceptable short-term reasons. If a student is not attending a dual credit course on a daily basis, high school credit may be awarded to the student upon completion and passing of the course, but the student will not be eligible to earn collegiate leveled credits.

#### **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 school-wide assemblies.

#### **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 in to online courses and systems during these days.

#### **Camera On Classes**

Some courses require a “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.

## Absences & Make-Up Work

When it is necessary for a student to be absent, it is the student’s responsibility to see that all work is made up. Students who know in advance that they are going to be absent should contact the RVA office and/or the teachers and complete as much of the work as possible before they leave.

## 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.

## Academic Probation

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



## Special Education or Related Services

Students enrolled in the RVA are provided by law the same special services provided under State statute 118.51; Full-time Open Enrollment. The RVA, under the authorization of the Medford Area Public School District, retains the legal responsibility to meet all special education or related services provided by State of Wisconsin statute 115.787. By agreement of the consortium districts, through the RVA Governance Board, special education services for RVA students enrolled within the consortium will be maintained and provided by the resident district.

The RVAHS provides academic courses for students in special education. Placement in any special education program is contingent upon a full and comprehensive evaluation and the IEP team's conclusions with regard to the student's need for special education due to a handicapping condition(s). Scheduling for individual courses is accomplished with the assistance of the RVAHS special education teachers.

The RVA offers an 18-21 year-old program based on the student's needs as determined in the IEP and can be in conjunction with the consortium district, if applicable, and/or outside agencies. RVA students with IEPs that continue on to the 18-21 year-old program have the option to participate in a graduation ceremony, receive a Certificate of Advancement, and will be awarded a High School diploma upon completion of the program.

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](mailto:kathy.alexander@ruralvirtual.org) and the Director of District Connect Special Education, Sam Penry, at: [sam.penry@ruralvirtual.org](mailto:sam.penry@ruralvirtual.org)

## Faculty & Mentors

### **RVA Administration**

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

### **RVA Teacher**

The RVA Teacher serves as the local education guide for the student. In addition to the local RVA Teacher, an online instructor outside of the RVA may be assigned contingent upon the enrollment of online course material. Students

are to communicate with the RVA Teacher through email, web-conferencing, discussion boards, telephone, or other forms of writing. Home visits are allowed upon request and students will be required to attend the office of the RVA for occasional mandatory testing, educational, or technical support unless previously approved or arranged by the RVA Teacher/Administrator. It is the RVA Teacher's responsibility to: improve learning by planned instruction, diagnose learning needs, prescribe content delivery through class activities, assess learning, evaluate the effects on instruction, assign grades, take attendance, and provide educational feedback on the progress of the student to the parents and/or Home Mentor and administration. It is the expectation of the RVA Teacher to 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.

## 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 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. Students may be required to report the office of the RVA for occasional mandatory testing, educational, or technical support unless the absence is excused by the RVA Teacher/Administrator.

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.

#### **E-mail Addresses and Other Assigned Education Accounts**

The Rural Virtual Academy reserves the right to assign email 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.

RVAHS 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. RVAHS 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 and 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. 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 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 monthly reimbursement for home internet usage for full time RVA students. RVA families are eligible for quarterly reimbursements of \$90 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 1
  - February 1
  - April 1
  - June 1
- Have no outstanding unpaid balances or fines owed to the RVA or any consortium school district.

- Prior to set deadlines, successfully respond to quarterly emailed surveys 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.

## **Curriculum & Educational Materials**

Upon enrollment and registration, the RVA staff will help families choose courses that will best meet the needs of individual students. A complete listing of courses and 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. In order to maintain accurate promotional grade criteria for non-disabled students, specific limitations of multi-leveled material can be set upon the discretion of the RVA Administrator.

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

## **Academic Testing**

#### **Subject Area Testing**

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

#### **Optional Performance-Based Assessments**

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

#### **Standardized Testing**

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

#### **State Testing**

The State of Wisconsin requires testing of all public education students including those enrolled in the RVA. The tests take place in a specific time frame designated by the State of Wisconsin each year. In accordance with State law, it is required that State tests be administered by the RVA Teacher or other proctor assigned by the RVA administrator. The RVA Teacher or assigned proctor must be present at all times while the tests are administered. Parents are permitted to opt out their children of all state required examinations by requesting so in writing to the RVA Administration.

## 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](mailto:josh.duwe@ruralvirtual.org).

## 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 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 and is not bound to the restrictions of the open-enrollment window.

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

## Rural Virtual Academy Governance Board

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

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

## Parent Advisory Council

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

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

## Discipline Procedures

All RVA students are subject to Medford Area Public School District student policies including, but not limited to, those referring to internet, computer, email, 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.

### Reasons

- 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 interests 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, 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.

## Athletics

Only students from RVA consortium school districts are eligible to participate in WIAA (Wisconsin Interscholastic Athletic Association) sanctioned athletics. Additional



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

## Physical Education Equivalent Courses

Rural Virtual Academy provides high school students the opportunity to earn 1.5 physical education credits by participating in authorized physical education equivalency courses. Equivalency courses replace other physical education courses provided by the RVA. Students who participate in at least 95 percent and 90+ hours of a school-sponsored sports season, organized physical activity, or another recognized state or nationally sanctioned sport may fulfill a 0.5 credit per semester towards their total 1.5 credits of Physical Education. Students must complete the requirements as outlined in RVA-IGHB-E in order to be awarded credit.

## Extra & Co-Curricular Participation

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

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.

## 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](http://www.medford.k12.wi.us/district/policies.cfm)

RVA-BBA	Governance Board Powers and Duties
RVA-BBAB	Charter Education
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

# High School Calendar 2022-2023

August 2022						
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 2022						
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18	19	20	21	22	23	24
25	26	27	28	29	30	

October 2022						
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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

November 2022						
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27	28	29	30			

December 2022						
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25	26	27	28	29	30	31

January 2023						
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22	23	24	25	26	27	28
29	30	31				

February 2023						
S	M	T	W	T	F	S
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26	27	28				

March 2023						
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26	27	28	29	30	31	

April 2023						
S	M	T	W	T	F	S
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23	24	25	26	27	28	29
30						

May 2023						
S	M	T	W	T	F	S
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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

June 2023						
S	M	T	W	T	F	S
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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 22, 25, & 29 – Online)
- No Classes
- No Live Classes – Independent Work Days
- 1<sup>st</sup> Semester Start/End (September 1 – January 12)
- 2<sup>nd</sup> Semester Start/End (January 16 – May 26)
- Class Days
- Progress Checks / Class Days