

# Riverdale Virtual Option (RVO)

## Student Handbook

The Riverdale School District (RSD) has partnered with Edmentum's EdOptions Academy to provide Riverdale School District students a full-time online option. The following provides the policies and procedures regarding this program. This program is available for resident students only. Non-resident students who open-enroll into our district are not eligible for this program at this time.

## Scope and Delivery of the Riverdale Virtual Option

The Riverdale Virtual Option will offer a virtual option to students in grades 5K– 12. To be full-time, a student must meet specific requirements. The courses are made available through a partnership with Edmentum's EdOptions Academy and will include a full elementary program including all four core courses as well as electives. The secondary students (6-12 grades) will be offered all core courses, and a variety of electives which can be discussed with your success coach; everything a student needs to earn a district approved diploma.

Riverdale Virtual Option will NOT be a stand-alone school. Each full-time student will be officially enrolled in their district assigned school. Students will be eligible to be part of any schools' extra-curricular activities including athletics, band, clubs, or any school sponsored activity. Also, students who meet certain standards may be able to take one or two scheduled courses (but not more than two) that are offered by their school.

**Each course will have a certified teacher provided by EdOptions Academy.** This teacher is the teacher of record and will be working with the student to teach and guide them through the course.

**Each student will also be assigned to a Success Coach.** The Success Coach will work with the student to make sure the student has everything needed to be successful in the courses. The Coach will provide important information about the school such as testing dates and locations. **Most Important:** The success coach will notify you at least bi-weekly about your progress and current grades. Grades will also be updated in Skyward. These are the actual grades; please check there often.

**Extracurricular Activities:** Students in the Riverdale Virtual Option will have full access to all extracurricular activities at the school to which they are assigned. This includes all clubs, all sports, and performing arts (such as the marching band and theater). Please contact the activities director, the athletic director, or the performing arts department for more information. You can also ask your Success Coach for help.

**About Our Partner: EdOptions Academy Accreditation and Approvals** - EdOptions Academy is fully accredited through Cognia which includes SACS (Southern Association of Schools and Colleges). This means that any credit earned from EdOptions Academy carries the same weight as a credit from any accredited institution such as all other Riverdale Schools

## Riverdale Virtual Option Policies

**Student Registration:** Full-time students will fill out the application form for the virtual option program through the district website. Students/Parents will then be given an interview date which they must attend. Students/Parents will be notified no later than two weeks after application if they have been accepted into the virtual option.

Resident home-schooled students and currently open-enrolled out students will fill out the application form for the virtual option through the district website. All resident home-schooled students and currently open-enrolled out

students who are successfully enrolled in another virtual program from the year before will automatically be accepted into the virtual school.

NOTE: Besides the virtual school application, parents must also register students with the school district once accepted.

## **Student Eligibility**

**Secondary Student Eligibility:** Only students who have maintained a 2.0 GPA and have had no failing grades the year before entry may apply to be a full-time virtual student **or** receive administration approval. Parental permission is also needed. Once in the program, students must maintain a 2.0 GPA, have no failing quarter grades, and complete all courses within the time frame provided under the course length described below. If a student fails to meet these requirements or doesn't show adequate pacing, they will be on probation. If the student comes back into compliance, they may continue in the program and will no longer be on probation. If a student does not come back into compliance, they shall be removed from the full time program and be placed back in their district assigned school. Guidance and parental approval are required.

**Elementary Students Eligibility:** Only students who have had no failing grades from the year before may apply to be a full-time virtual student. To remain in the program, students need to have no failing quarter grades, pass all courses for the year and complete all courses within the time frame provided under the course length described below. If a student fails to meet these requirements or doesn't show adequate pacing, they will be on probation. If the student comes back into compliance, they may continue in the program and will no longer be on probation. If a student does not come back into compliance, they shall be removed from the full time program and be placed back in their district assigned school. Guidance and parental approval are required.

**Home-schooled Students and Students Open Enrolled to another School District** from the year before: All home-schooled students will be automatically accepted in the program as full-time students. After starting the program, these students will follow the same rules for continuing eligibility as all other students for their grade level.

**Note: All students must sign a Student Code of Conduct before Enrollment (See copy of the Student Code of Conduct on pages 4-6).**

**Requirements for State Testing :** All full time students will be required to take all mandatory testing. The Riverdale Virtual Option will work with the district assigned school of each full-time student to provide the students with all the information the student needs to attend each testing session at the district assigned school site. All student testing data will be included in the data with their assigned school. Full time students must comply with all Riverdale School District Student Testing guidelines listed in the Code of Conduct.

## **Course Length**

Grades 6 – 12: Secondary students are given a maximum of **18 weeks** to complete a **one-half credit** course. Courses can be completed prior to the 18-week window.

Grades K – 5: Elementary students are given the full year to complete all required courses. Early completion of individual courses is allowed, and if there is enough time left in the school year (determined by the school administration) the student may start the next year's course in that subject area. Parental approval is needed as well.

**Withdrawal Policy :** Students have 30 days from the time of enrollment in the Riverdale Virtual Option to withdraw from the program, without penalty. Please note that if the student has not met minimum goals in the first 30 days, district administration retains the right to remove such student from the program and reassign the student to their assigned school.

### **Minimum Goals**

1. Daily schedule sent to the Success Coach or designated person by a specified date.

2. Attends all required sessions, meetings (or school can assign a specific number or percentage to allow for emergency situations).
3. Within 30 days of admittance, students are on pace in 75% or more of their courses.

## Course Content

Secondary Students (Grades 6 – 12): All semester-based courses are **one-half credit**. Courses consist of a blend of self-paced and guided instruction that includes tutorials, mastery tests, dropbox activities, and discussions. Each course has a required final exam-

Elementary Students (Grades K – 5): All courses are a school year in length. Courses consist of a blend of self-paced and guided instruction that includes tutorials, mastery tests, and projects.

**Course Types (For Secondary Students Only)** : All courses are offered in Full Course or Pre-assessment. Full time students will take courses only in the full course mode unless the student needs a course for credit recovery.

**Attendance** : Students are required to work consistently and to follow the pacing provided in the EdOptions Academy Student Information System (SIS). Students may complete more than what the pacing suggests each week and are encouraged to do so. Another important part of attendance is regular communication with EdOptions Academy online teachers and the Success Coach. Students are expected to respond within 24 hours to any emails they receive. In addition to submitting work according to the suggested pace, students will respond to any calls initiated by the success coach when speaking to one another is deemed necessary by the coach.

**Required Hours:** Students should login every day that Riverdale Schools are in session or make up those hours at another time. **Students are required to create a daily schedule** for themselves that they must keep for the entirety of the course(s). **This schedule must be sent to the Success Coach at the beginning of each semester.**

### Recommended Middle / High School Schedule

The student schedule needs to be at least one hour per course per day.

### Recommended Elementary Schedule

Grade	# of hours per <b>day</b>
K-2	3.5
3	4
4-5	4.5

A primary grade student schedule could look like:	
Math	50 minutes
ELA	70 minutes
Science	45 minutes
Social Studies	45 minutes

Additional 20-30 minutes daily for read-alouds or independent reading.

## Earning Credit and Grading Policy

In order to receive credit in a course, students must meet the following requirements:

### Grades 6 - 12

1. The student will need an overall average of 60%.
2. Students must take the EOS (End of Semester) Exam and complete no less than 60% of the assignments to earn credit in the course.

### Grades K – 5

1. The student will need an overall average of 60%.

**Note:** Students will be allowed to retake the End of Semester test (EOS) once, regardless of the first score made. Students will also be able to go back and resubmit any work in the course for a higher grade as long as the student has time left in their enrollment. Once a student has taken the EOS, the student will be allowed time to review their grades and resubmit any assignments they might have scored below expectations to improve their mastery of the content.

## Grading Scale

Mark Code	High Value	Low Value
A+	100.00	100.00
A	99.99	93.00
A-	92.99	90.00
B+	89.99	87.00
B	86.99	83.00
B-	82.99	80.00
C+	79.99	77.00
C	76.99	73.00
C-	72.99	70.00
D+	69.99	67.00
D	66.99	63.00
D-	62.99	60.00
F	59.99	0.00

## Student Advancement and Graduation

Students must meet all already established requirements to advance to the next grade level or to graduate with a Riverdale School District Diploma. Please see [graduation requirements](#) in Riverdale School District STUDENT/PARENT RESOURCE GUIDE.

## Transcripts and Grade Reports

Grade reports will be issued at the same time all other Riverdale students receive their grade reports via Skyward. Parents can request grade reports from the success coach or login to Skyward.

## Right to Privacy Policy

Riverdale School District and EdOptions Academy respects a student's right to privacy by following the guidelines set forth in the Family Educational Rights and Privacy Act (**FERPA**). This law protects the privacy of a student's education records. Riverdale School District and EdOptions Academy must have written permission from the student/legal guardian in order to release information from that student's education record.

## Notice of Nondiscrimination

The School District of Riverdale is committed to providing equal educational and employment opportunities. The District does not discriminate on the basis of sex, race, color, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, gender identity or expression, age, or physical, mental, emotional or learning disability, or any other reason prohibited by state or federal law, in any of its programs or activities, applications for admission, or employment. For additional information on the District's nondiscrimination policies, see School Board Policies 2260 (Nondiscrimination and Access to Equal Educational Opportunity), 1422, 3122, and 4122 (Nondiscrimination and Equal Employment Opportunity).

The District shall provide for the reasonable accommodation of a student's sincerely held religious beliefs with regard to examinations and other academic requirements. Requests for accommodations shall be made in writing and approved by the building principal.

The District does not discriminate on the basis of sex and prohibits sex discrimination in any education program or activity that it operates, including employment, as required by Title IX and its regulations. Inquiries about Title IX may be referred to the District's Title IX Coordinator, the U.S. Department of Education's Office for Civil Rights, or both. For more information regarding the District's Title IX grievance process, including how to report conduct that may constitute sex discrimination and how to file a Title IX complaint, refer to Board Policy 2266.

The following individuals have been designated as the District's Title IX Coordinators, as well as the Compliance Officers for the District's Nondiscrimination and Access to Equal Educational/Employment Opportunity Policies listed above:

Sarah Ploeckelman

PK-6 Principal

608-739-3101

800 N 6<sup>th</sup> Street

Muscoda, WI 53573

sarah.ploeckelman@riverdale.k12.wi.us

*\*Sarah Ploeckelman has been designated as the lead Title IX Coordinator who is ultimately responsible for oversight of the District's compliance with Title IX.*

Sarah Gruen

7-12 Principal

608-739-3116

235 E Elm Street

Muscoda, WI 53573

sarah.gruen@riverdale.k12.wi.us

## **Riverdale Virtual Option Student Code of Conduct**

Riverdale Schools and EdOptions Academy adhere to set policies to maintain the academic integrity of its curriculum, students, and staff. The policies address the consequences for noncompliance, as noted here. All students must read and sign the Student Code of Conduct in order to proceed with the enrollment process.

Note: Though students will face consequences from EdOptions Academy, all matters of misconduct will also be handled through Riverdale School District Administration and the Riverdale Student Code of Conduct. Please refer to the Student/Parent Resource Guide section on Code of Conduct for further actions that could take place. The following policies are specific to the **EdOptions Academy**. To view Riverdale's Student Code of Conduct please refer to the Riverdale School District website.

## **Academic Misconduct**

Academic misconduct, in any form, is not tolerated. Academic misconduct includes, but is not limited to, cheating, plagiarism, copying another student's work or allowing another student to copy your work. If academic misconduct is found, the following consequences will result:

- First offense: zero on the assignment, a written warning, and a note added to the records of the students involved
- Second offense: zero on the assignment and a referral to the administration for possible withdrawal

## **Defiance of Authority/Insubordination**

Disobedience or noncompliance toward any staff member of the EdOptions Academy or Riverdale School District is considered insubordination. That includes refusal to maintain communication with EdOptions Academy staff. An act of insubordination may occur in any situation or communication, including, but not limited to, in an email, during a phone conversation, or in person. If defiance of authority or insubordination is found, the following consequences will result:

- First offense: referral to a guidance counselor
- Second offense: referral to administration for possible withdrawal

## **Computer Misuse**

Any student who attempts to access the secure information of EdOptions Academy or Edmentum, Inc. or its affiliates in an improper manner, uses another student's or staff member's log-in information to gain access to information, intentionally attempts to obtain access to areas or information not open to normal access, or engages in any act similar to the above, has committed a computer misuse. If computer misuse is found, the following consequences will result:

- First offense: Depending on the nature of the offense, the consequences can include a written warning, referral to a guidance counselor, suspended access to PLATO courseware, and/or administrative referral and possible withdrawal.
- Second offense: Referral to the administration for possible withdrawal

**Deviation from the above consequences:** Notwithstanding anything in this Policy to the contrary, the EdOptions Academy reserves the right to modify the consequences or action taken against a student violating this Policy in the EdOptions Academy's sole discretion for reasons including, but not limited to, the severity of or damages caused by the violation or to ensure compliance with applicable law.

## **Anti-Bullying Policy**

Cyber bullying, or bullying in any form, is not acceptable behavior for any student enrolled in classes at the Riverdale Virtual Option/ EdOptions Academy. Any student found to be involved in these activities will immediately be withdrawn from the Academy.

**EdOptions Academy uses this definition of cyber bullying:** Cyber bullying is the use of the Internet and related technologies (cell phones, smart phones, etc.) to harass, hurt, embarrass, or humiliate other people. Using these technologies to act or speak in a deliberate, repeated, and hostile manner with the intent to harm others is also cyber bullying or cyber stalking.

## **Internet Acceptable Use Policy**

The internet is a compilation of many networks that supports the open exchange of information for research and educational purposes. The internet can be accessible to anyone, anywhere, anytime. Students must understand that by using the network, their actions can be monitored at any time by a teacher or administrator.

## **Internet–Terms and Conditions of Use**

- Users will not be abusive in EdOptions Academy messages to others. They will not use offensive, obscene, or harassing language when using any EdOptions Academy or PLATO Learning, Inc., or its affiliates' systems or software.
- Users will not reveal personal addresses or phone numbers of other users.
- Users will not post information if it violates the policy of others, jeopardizes the health and safety of students, plagiarizes the work of others, is a commercial advertisement, or is not approved by the teacher or school administrator. Users will accept responsibility for all materials they link to or upload.
- Users shall promptly report any inappropriate material they receive.
- Users will not attempt to log in to the network using any other user's name and password.
- Users accept and acknowledge that additional documents and paperwork may be required, including but not limited to documents requiring agreement and signature upon the request of EdOptions Academy administration.
- Any and all student-produced Web pages will be subject to the approval of the teacher or school administrator.
- Vandalism will result in the cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy the data of another user, agency, or PLATO. This includes, but is not limited to, the uploading or creation of computer viruses.
- In the event of a virtual field trip, all users will conduct themselves in accordance with the Policy or agreement applicable to the field trip.

### **Academic Integrity Student Agreement**

1. I will do my own work.
2. I will not copy another person's work, in whole or in part, and turn it in as my own.
3. I will not consult unauthorized material or information during tests unless my teacher gives me permission.
4. I will not plagiarize.
5. I will not copy text, graphics, mathematics solutions, artistic layouts or presentations, or any ideas in any form from another source without proper citation.
6. I will not communicate exam information or answers during or following an exam.
7. I will not provide unwarranted access to materials or information so that credit may be wrongly claimed by others.
8. I will not turn in an original paper or project more than once for different classes or assignments.
9. I will not, in lab situations, falsify or fabricate data or observations, including computer output

A signed agreement is provided below that all students, full or part time, must sign before beginning any course provided by the Riverdale Virtual Option and EdOptions Academy.

Student's Name	Student's Signature	Date
Parent's Name	Parent's Signature	Date