



RIVER VALLEY SCHOOL DISTRICT

660 West Daley Street

≈

Spring Green, Wisconsin 53588

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Phone: 608-588-2551

341.3

RVeSchool Policy

Mission

Our mission is to utilize new and emerging technologies to provide students a pathway to achieve success within a 21st century learning environment. RVeSchool will provide high-quality, standards-driven curriculum that is able to accommodate students' varying physical locations while providing flexible time frames and course pacing.

Description of an Online Course

Online courses offered by RVeSchool are web-based, which means the educational program is accessible from anywhere there is internet access. Students have access to their courses 24 hours a day, 7 days a week, providing flexibility in scheduling to complete courses. Lesson content is provided online and assignments may be submitted electronically. Some of the courses may have hard copy texts or may allow or utilize print assignments. Students are expected to pace their coursework according to the duration of the course, and adhere to deadlines and due dates, just as they would in the traditional classroom setting. Each course has a Wisconsin DPI-certified teacher who works directly with the students to facilitate their learning and evaluate their efforts.

Local Education Guide (LEG)

A Local Education Guide (LEG) is a River Valley teacher who serves as a support for RVeSchool students. The LEG encourages students to be successful in the online learning environment and ensures that students are progressing at a pace which meets the requirements of courses. Students are able to communicate with the LEG through email, the LMS (Learning Management System), known as Brainhoney, or face to face. The LEG will remain in contact with students and parents/guardians. The LEG will maintain office hours where RVeSchool students can meet face to face with him/her.

RVeSchool Enrollment

All RVeSchool enrollments are contingent upon space and finances being available. Students in the River Valley School District in grades 6-12 may request enrollment in RVeSchool courses and all potential enrollments will be reviewed and approved by the RVeSchool team. RVeSchool offers continuous or rolling enrollments, but it is recommended that enrollment is completed at least two weeks prior to the start of a semester. Students registering under rolling enrollment may be limited in their access to certain courses. RVeSchool courses are typically 16-18 weeks in length and are offered as semester courses.

Special consideration for RVeSchool enrollment will be allotted for students with significant life obstacles, including: adjudicated or incarcerated youth; teen parents; homebound students; students with physical, mental or emotional difficulties; voluntarily withdrawn or expelled students; self-supporting youth; transient students; students in treatment programs; or other special circumstances which may require District Administrator approval. River Valley Middle School students interested in RVeSchool enrollment may take courses based on

the approval of the River Valley Middle School RVeSchool team, but the RVeSchool courses taken during the middle school years cannot count towards high school credit. Students interested in pursuing online high school courses via RVeSchool, may be allowed to take online coursework during the summer session immediately following the completion of eighth grade with the approval of the high school RVeSchool team.

Potential RVeSchool students may enroll as full-time, blended, credit recovery, home/private school or non-traditional students. Open-enrolled students will be considered in accordance with the Department of Public Instruction and open enrollment laws. Please see the descriptions and details about each type of RVeSchool student in the following table. All potential RVeSchool students with their parents/guardians, must read and comply with the RVeSchool policy by signing the contract included at the conclusion of the policy. Students enrolled in RVeSchool are expected to adhere to River Valley’s Acceptable Use Policy (Policy #743) and must successfully complete the RVeSchool online student orientation within a one week. Once these steps are complete, students may work with their counselor to register for RVeSchool coursework. RVeSchool students must adhere to the same expectations, rules, procedures and policies as traditional River Valley students. All Full-Time, Blended, and Credit Recovery RVeSchool students must meet River Valley School District’s graduation requirements (Policy #345.5). All courses taken via RVeSchool will be reflected as RVeSchool courses on student transcripts.

Full-Time	Blended	Credit Recovery	Home/Private School	Non-Traditional
<p>Students taking at least six classes per semester are considered full-time students. Students taking all classes via RVeSchool are considered full-time RVeSchool students. RVeSchool courses may be taught by a teacher outside of River Valley High School. Full-time RVeSchool students may complete RVeSchool on or off the River Valley campus.</p>	<p>Blended RVeSchool students elect to take some of their classes online and some of their classes in the traditional classroom setting. Blended students may take a course not available at River Valley, take a course as an extension of their schedule, or take a course to receive elective credit for a course already completed. Blended students may <u>not</u> take a course via RVeSchool if that course (or a substantially similar course) is already offered in the traditional setting.</p>	<p>Credit recovery RVeSchool students take coursework in order to make up credits as a result of failed classes. These courses are typically facilitated by a local River Valley instructor, and are competency-based which allows for self-directed learning and evaluations which assess mastery of content.</p>	<p>Home school or private school students may enroll in up to two RVeSchool courses per semester and still maintain their home or private school status.</p>	<p>River Valley School District residents who have not graduated, and are within four credits of earning their diploma, are eligible to enroll in RVeSchool based on availability, to complete their diploma requirements. Non-traditional students may enroll in RVeSchool whether or not they attended the River Valley School District.</p>

Attendance, Productivity, and Withdrawal

Students attending RVeSchool will be subject to separate attendance requirements, as specified below. Attendance in online courses is performance-based. It is measured not only by logging on to the computer, but by successful assignment completion and submission, participation in course activities such as threaded discussions, and communication with the online teacher.

If students will not have access to RVeSchool for several days to complete their coursework (for example, due to an upcoming vacation), they are expected to work ahead so that all assignments due during their absence will be completed prior. If potential RVeSchool students anticipate this type of virtual absence, they should postpone enrollment in RVeSchool as the pressure to complete the volume of work for these types of situations is often too much for the students and instructors to complete in a timely manner. If students do not complete all their necessary coursework and final before the end due date for the course, they must communicate with their RVeSchool teacher and potentially their counselor and the RVeSchool LEG, before they are able to regain access to RVeSchool and be allowed the opportunity to revisit their progress and plan and establish a new end date.

Students, parents/guardians and the RVeSchool team will determine if students will be successful after completion of the orientation course and within the first ten days of students' registered courses. It is the responsibility of the student to notify their counselor and teachers if they plan to drop a course within the first 10 days. If this step is not done, and if students do not successfully complete a course, students will receive an 'F' on their transcript and may be required to pay for costs associated with this class, to the extent permitted by law. Students who choose to drop an RVeSchool course may request placement in a traditional class depending on availability and appropriate course timeline. Students may be administratively forced to drop RVeSchool courses and receive an 'F' on their transcript. The RVeSchool administrative withdrawal process will include the following process:

Step One: If the student is not following through on RVeSchool responsibilities, (fails to log on to the computer as required, fails to successfully complete school assignments, fails to respond appropriately to a school directive from instructional staff or LEG), a written warning will be issued to the student and parents/guardians by the RVeSchool LEG.

Step Two: If after Step One, the student continues to neglect RVeSchool responsibilities, a meeting will be scheduled with the student, his/her guardian, RVeSchool LEG and building administrator. During the meeting, criteria will be created for the student to complete on a daily/weekly/monthly basis, as determined by the RVeSchool team. The criteria will be based on the requirements of the RVeSchool class the student is taking.

Step Three: If after Step Two, the criteria designed by the team is not being met, a third meeting will be set up with the student, guardian, RVeSchool LEG and building administrator to review the criteria, adjust criteria if needed, and review consequences for lack of production within RVeSchool. It will also be communicated to the student and guardian that continual non-compliance will result in removal from class and possible payments of fees as law permits. If students are dropped from a course they had started, they will not be allowed to participate in any other RVeSchool courses, unless they receive administrative approval to do so.

Step Four: The student is administratively withdrawn from the course, receives an 'F' on the transcript, and may be required to pay for costs associated with this class, to the extent permitted by law. The district may also refer the student for further legal proceedings for a student considered a habitual truant.

Students with Accommodations/Modifications

Students with an Individualized Education Plan (IEP), Section 504 Plan, medical condition or extenuating circumstance will have a meeting to determine if RVeSchool is an appropriate placement for the student. The appropriate team will ensure that all accommodations and/or modifications are implemented so that students will

have an equal opportunity for success in the RVeSchool learning environment. Accommodations and/or modifications will be communicated to local and non-local RVeSchool teachers.

Grading and Exams

Parents/guardians have access to grades in students' gradebooks, within the LMS (Local Management System), Brainhoney, 24/7 to assess student progress. The gradebook indicates the current grade in the course at that point in time. Parents/guardians have the ability to contact RVeSchool teachers in regards to student progress and performance. RVeSchool teachers may send out regular progress reports to RVeSchool staff and parents/guardians assigned to students' accounts.

Many online assignments are graded similarly to a traditional course, while others may be automatically graded, which provides immediate feedback. Unlike traditional courses, RVeSchool courses will not be graded quarterly. There will only be final grades issued at the end of the semester. If assignments are not submitted by due dates, students may lose points and grades may be averaged with other assignments for final grades. The River Valley High School grading scale is applied for RVeSchool courses in which River Valley High School teachers serve as the online instructor. All RVeSchool staff are expected to communicate extenuating circumstances between students and other RVeSchool staff.

Courses which have a final exam, may require students to pass the exam to be awarded credit for the course no matter what grades have been earned throughout the course. This is the case unless knowledge of content can be otherwise substantiated. Finals exams must be taken in a proctored setting by a designated school proctor.

Academic Honor

All submitted work must be authentic, representing original ideas and/or citing all relevant sources for researched information if it is not completely original. There is no tolerance for work plagiarized or completed by another person. Submitting plagiarized work or work completed by another will result in receiving a failing grade for the assignment and possibly for the course. Students will be required to complete the assignment without credit in order to continue in the course. Oral quizzes in person or on the phone may be a means of assessment in the online learning environment. Students may be asked to discuss the process used in research for a project, paper or other course activity.

Discipline, Misconduct and Due Process

All RVeSchool students must adhere to the same River Valley School District policies and procedures as all traditional River Valley students as illustrated in the student handbook. RVeSchool students are expected to follow the same codes of conduct pertaining to "classroom" behavior, general school conduct and acceptable computer and network use. Before students can enroll in RVeSchool, they must agree to sign and abide by the District Acceptable Use Policy (Policy #743). Misconduct may result in a disciplinary referral, suspension/expulsion, and parent/guardian contact, dropping a course with an 'F' or potentially law enforcement intervention depending on the severity of the violation.

All RVSD School Board and high and middle school policies apply following the appropriate due process guidelines, as explained in the following steps.

Step One: Contact can take place between the parent/guardian and teacher.

Step Two: If no resolution has been reached, or if your concern is broader than a single course issue, contact the high school RVeSchool administrator at 608-588-2554 or the middle school RVeSchool administrator at 608-588-2556, or via email at helpdesk@rvschools.org.

Step Three: Unresolved issues may be appealed to the District Administrator at 608-588-2551.

Step Four: The final step in the District appeal/due process is the Board of Education. Appeal requests should be submitted in writing to President of the Board of Education, River Valley School District, 660 West Daley St., Spring Green WI, 53588.

Technical Support

If students experience RVeSchool technical problems, they should first contact their RVeSchool LEG who will be in communication with technical support. Contact information can be found on the RVeSchool login page. The RVeSchool course instructor should also be contacted so they can be made aware of potential issues within RVeSchool or specific courses. All RVeSchool students should work with the LEG and technical support to ensure that minimum specifications are met so that students can access and utilize RVeSchool effectively. While it is recommended that students have their own technology to work on RVeSchool, school technology can be utilized on the River Valley School District campus. Please refer to River Valley School District's Acceptable Use Policy (Policy #743) in regards to hardware or software installation, damage (both purposeful and accidental) and remote access.

Any policy or handbook provision in the district that is inconsistent with the current RVeSchool policy, the RVeSchool policy will prevail.

CROSS REFERENCE: Policy # 341.3 Exhibit – RVeSchool Contract
 Policy #345.5 Graduation Requirements
 Policy #743 Acceptable Use of Networked Computers, Electronic Mail, and
 Internet Safety Policy

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