



# RICHLAND VIRTUAL ACADEMY

411 Foster Street Rayville, LA 71269

[www.richland.k12.la.us/rva](http://www.richland.k12.la.us/rva)

K-5 Tech/Instructional Support

Monday-Friday

8:00-4:00

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6-12 Tech/Instructional Support

Monday-Friday

8:00-4:00

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# The Richland Virtual Academy Student Handbook

## Introduction

The Richland Virtual Academy (RVA) is a program within the Richland Parish School District. It is accessible to all **registered** students within the district. The Virtual Academy is a fully online instructional program intended to be a highly independent, self-motivating work from home program. **All instruction delivery is via the Edgenuity Platform.** Each student will have a Richland teacher coach from their assigned school, to the greatest extent possible.

Student learning in RVA will be both synchronous (students are face-to-face with the teacher and other students via Google Meet) and asynchronous (students are working independently on coursework assignments via the Edgenuity platform). The total time spent in both synchronous and asynchronous learning, although flexible, will be comparable to core content instructional time in a traditional classroom.

This handbook gives general guidance for parents and students enrolled in the RVA. RVA is a program and is subject to the rules and regulations of the Louisiana Department of Education and Richland Parish Schools. RVA follows Richland Parish Schools' calendar for test dates, holidays, and grading periods; however, RVA courses may start or end within a two week window of Richland Parish Schools start and end dates.

## Richland Virtual Academy's Mission Statement

Richland Virtual Academy offers computer-based, non-traditional learning opportunities for ALL students with customized best-in-class educator support.

### Connect

*School, community, athletics, and clubs*

### Customize

*Your learning, your location, your ability*

### Complete

*Grade progression, high school credits, credit recovery*

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## Admission Requirements

*Due to the COVID-19 Pandemic, all Admission Requirements and Guidelines set forth by the Richland Virtual Academy are subject to change at any time in accordance with the CDC (Center for Disease Control) guidelines and/or guidelines set for by the State of Louisiana as it pertains to the COVID-19 pandemic.*

Participating in RVA means that the student:

is simultaneously enrolled both in RVA and your local school in accordance to your geographic attendance zones and/or approved school choice/open enrollment placements;

- agrees to actively participate in Richland Virtual Academy online environment;
- understands that the student must work independently and the student is responsible to complete assignments and tasks;
- understands that it must be the student's original work and only his or her work.

RVA offers an application process yearly following school choice and open enrollment for all students. If approved for virtual instruction, the students' home school will notify parents and share information for mandatory parent orientation details and complete official registration documents. Richland Virtual Academy reserves the right to deny access to any student. The student will be counseled as to the best program to meet their needs. Richland Virtual Academy also reserves the right to consider enrollment after the application has closed for students who may need access to the virtual program option due to unforeseen circumstances. This applicant will be subject to a review process, including but not limited to, review of student grades, discipline records, and attendance records. Upon completion of the review process, both the Home-based School Principal and the Virtual Academy Director will work with the existing SBLC (i.e., school building level committee) to approve or deny the request.

## Parent Expectations

- Adhere to the Richland Parish School Board Policy manual as applicable
- Adhere to the guidelines in the RVA Parent Contract
- A healthy working relationship between the student/parent and the assigned teacher coach is essential. Parents are required to participate in conferences and class meetings with their student's teacher coach.
- Parents are expected to monitor the RVA website regularly to receive school updates. Parents are expected to inform their student's teacher coach of any changes to contact information. Teacher coaches will ensure these changes are updated in WebPams.
- Parents must attend mandatory orientation prior to the student(s) starting or student(s) will automatically be considered a face-to-face learner. Orientation will help acclimate both the parents and students to the learning platforms, virtual environment, procedures, and expectations.
- **Elementary** parents should understand students will need a **learning coach** (parent or designee within the home), a person providing significant guidance and support to the child.

## Student Expectations

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- Adhere to the Richland Parish School Board Policy manual as applicable
- Adhere to the guidelines in the RVA Student Contract
- Dedicate appropriate time to learning, comparable to a school day and/or as guided by your teacher coach and/or special education teacher
- Check appropriate online platforms for information on courses, assignments and daily resources
- Attend synchronous weekly opportunities
- Identify a comfortable and quiet place engage in asynchronous daily learning time
- Engage in all learning posted with academic honesty and following the standards for participation
- Any home campus visits must be pre-approved by the principal or principal designee

## Standards of Participation

Each student enrolled as an RVA learner is solely responsible for the content posted through his/her login and account activity. Sharing of usernames and passwords with other students or using other students' usernames and passwords is strictly prohibited.

The following are strictly prohibited:

- posting personally identifiable information in any format other than a private message;
- antagonism or prejudice of any kind with respect to race, religion, gender, intelligence, age, orientation, disability, or socioeconomic status;
- posting material including language, photographs and videos that are inappropriate;
- any criminal or other illegal activity including encouraging the unlawful use, possession, manufacture or distribution of tobacco, drugs, or alcohol;
- illegally posting, distributing, uploading, or downloading copyrighted work (whether music, video, words, images, drawings, pictures, software or otherwise);
- sharing assignments, quizzes, tests, assessments, essays, term papers, questions/answers, or any other action that would violate any code of conduct, expectations or rules in regards to academic honesty;
- spam or unauthorized, unsolicited, commercial promotion;
- and disruptions of the server or host software.

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*If a Richland Virtual Academy student collaborates via Google Class Meet, he or she must be dressed in school appropriate attire. During the Google Class Meet time, the student must be seated in front of a blank wall background, in order to limit distractions and follow all teacher expectations for virtual instruction.*

**Failure to comply with these standards may result in temporary or permanent removal of user access to Google Class Meet support opportunities.**

## iPad/Laptop Loan

Registered Richland Parish Schools students may check out a Chromebook from their home school. Additional assistive technology will be provided to students who have a current Individualized Education Plan that requires additional assistive technology. If a Chromebook is damaged, lost, or stolen, payment is required before a new device will be issued.

## Attendance Policy

RVA is designed and intended to be an at-home virtual learning environment. Instruction is computer-based; therefore, students can work anywhere there is an internet connection. The Edgenuity platform requires that students work in their online courses daily to keep pace. Student progress will be monitored closely by their teacher coach and/or special education teacher. Although flexibility in choosing instructional times is a huge advantage to the virtual program, students must maintain their progress in all courses and attend synchronous support opportunities provided. All RVA students must meet synchronous and asynchronous attendance expectations to be considered in good standing.

RVA synchronous (face-to-face with the teacher coach and other students via Google Meet) attendance expectations are as follows:

- After 3 days of students not participating in scheduled check-in opportunities, the teacher will notify the parent to communicate the concern and expectation that the student will participate in support opportunities to ensure they make academic progress in alignment with the course pace chart. If direct contact is not made, a return email or phone call from the parent is required within 24 hours. A detailed schedule of synchronous learning support is available in your child's google classroom. Mandatory routine synchronous learning structures that may impact attendance are as follows:
  - check-ins
  - peer collaborations (optional if attending scheduled check-ins)
  - daily instructional support provided by special education teachers
- After 4 days, if there is not a response from the parent and/or the student is still not

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participating in scheduled mandatory synchronous learning structures, the student's absence will be escalated to operational point-of-contact, who will call the parent and notify the RVA director.

- After 5 days, if there is not a response from the parent, and/or the student continues to miss scheduled check-in opportunities, the student will be placed on academic probation and/or filed truant with the Child Welfare and Attendance Officer and Truancy Officer.

RVA asynchronous (students are working independently on coursework assignments via the Edgenuity platform) attendance will be determined by time spent and pace in each assigned course as outlined below:

- Secondary students must work in the program for a minimum of 4 hours (240 minutes) within a 24- hour day (12:00am until 12:00am) or be considered on pace.
- Elementary students must work in the program for a minimum of 2 hours (240 minutes) within a 24- hour day (12:00am until 12:00am) or be considered on pace. For elementary students an additional 2 hours of off-line learning activities will be needed. Elementary students will have workbooks issued for all off-line learning activities aligned to their Edgenuity coursework.
- Secondary students should plan to spend a recommended minimum of 5 hours (300 minutes) each week in each core subject area course. Elementary students should plan to spend a recommended minimum of 1 hour (60 minutes) each week in each core subject area.
- If a student is on pace or ahead in **ALL** courses, absentee will not be counted. This is a flexible program, if required pace is kept.

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***Note: If a student cannot work in their course(s), a parent should notify Charlotte Grissom (6-12) or Beverly Smart (K-5) either by phone or email. Inactivity can be approved provided that student progress is satisfactory in all courses and on pace. Extended periods of inactivity, coupled with unsatisfactory student progress, may be considered grounds for recommendation to the SBLC for removal from the Virtual Academy and/or a truancy proceeding.***

Probation: If a student is behind in his/her course(s) for two consecutive weeks, a mandatory probation meeting will be held with the RVA learner, parent, teacher assigned learning coach, special educational teacher if applicable, and instructional point-of-contact. A contract will be discussed and signed with a plan to get the student back on track. All students on probation will be reviewed each grading period by the SBLC. Not following the agreed upon plan could be grounds for the SBLC to recommend a transition of a student from an RVA learner and return to their home school at the next grading period as a face-to-face learner.

Non-compliance after five absences in synchronous instruction and/or receiving academic probation for asynchronous learning will prompt a meeting with the home school operational point-of-contact or designee and student to develop a plan for student compliance. The meeting will be conducted within 24 hours of contact being made. Failure to attend the meeting will result in a RVA truancy letter being sent advising the parents that they have three school days to make contact with the RVA staff to develop a plan for compliance. Failure to meet with staff to develop this plan will result in immediate truancy filing with the Child Welfare and Attendance Officer and Truancy Officer. Failure to maintain the weekly hours, without prior notice to the instructor, will result in immediate truancy filing with Child Welfare and Attendance. Students who have been deemed truant will be withdrawn from the program and transferred back to their home school at the beginning of the next grading period. Both the student and the parent will sign an Agreement Policy stating that they understand the policy and the consequences if they do not comply with the policy.

***Note: Students are required to return to their home school for all district and state-mandated testing. For these mandatory attendance events, timely transportation to and from the home school must be provided by the parent/guardian. Any student who does not show up to take district and state mandated testing will not be allowed to re-enroll the following school year as an RVA learner.***

It is our hope that the student will find the virtual environment inviting, supportive, and helpful. Parents and students are each assigned a teacher coach to motivate, monitor, and support work on their courses. In addition to the excellent instructional support available through the online courses, our teacher coaches will provide opportunities for collaboration with peers, access to one-on-one support, and goal setting and progress monitoring.

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## Retakes

If a student fails an assignment, quiz, or exam, the student will be blocked and will not be able to move forward unless they are assigned a retake by the teacher coach. Once they are unblocked, they will have to rewatch the instructional video and redo the assignment, quiz, or exam. They will only be allowed two retakes per quiz or exam. Note, if a student retakes a quiz, assignment, etc. the retake score will be the final grade for that assignment. No retakes will be allowed after the course closure deadline has passed.

## Extension of Courses

If a student needs to extend their timeline beyond the course timeline, extensions must be approved at the school level by the principal and/or assistant principal. Only one extension is allowed per course. If a student needs an extension and does not apply for one prior to the 2 weeks, it can result in failing the course pending on the course completion. Once the course deadline has been reached, the course will not be active anymore.

## Course Retake for Credit Recovery

On occasion, re-taking a course for credit recovery is needed in High School. If a student needs to retake a course for credit recovery more than twice, a principal recommendation is required. This applies for full virtual students and any student needing a 5<sup>th</sup> year to fulfill graduation requirements.

## Deadlines

*\*NOTE: Due to grade procedures and state mandated tests, all virtual courses will end prior to the Richland Parish Schools end date. Course end dates can be found in the on-line system.*

## Withdrawal or Dormant from a Virtual Course

If a student does not complete a course or a course remains dormant (less than 80%) the student may receive an “F” in the course, and/or not be allowed to take any further virtual courses. Students will be given a Midterm Drop option once during the course of the year. Any other withdrawals from the program will be determined by the SBLC committee at the students’ home school.

## Integrity in Scored Assignments and Assessments

All scored assignments and assessments are to be the student’s original work.

Students will:

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- complete assignments and/or assessments alone;
- not copy or redistribute any part of the assignments and/or assessments in any way – electronically, verbally, or on paper;
- take the assessments without any aids – meaning you may not use textbooks, references, or other materials (printed or electronic) – unless your teacher or the specific assessment otherwise instructs you to;
- not log in to a second course or open course related materials on another browser on another computer; and
- not confer with others (students, family members, teachers, or acquaintances) either in person or through electronic communication, during assessments.
- not give or receive help or assistance while working on quizzes, tests, exams, or graded assignments.

Consequences for failure to meet the Academic Integrity Policy are as follows:

1<sup>st</sup> OFFENSE: The student will be counseled by the teacher-coach with parent/guardian. The student will be given a second chance to complete the assignment.

2<sup>nd</sup> OFFENSE: The student will be counseled by RVA staff with parent/guardian. Disciplinary actions may result. An alternative assignment will be given.

3<sup>rd</sup> OFFENSE: The student will be counseled by RVA staff with parent/guardian. Disciplinary actions will result. The student will be given a zero on assignment.

4<sup>th</sup> OFFENSE (for virtual courses): The student will be counseled by RVA staff with parent/guardian. Disciplinary actions will result. The student will be given a zero on assignment. The student is no longer eligible for enrollment in any virtual courses and will be reassigned to their home school.

## **Notification of Grades and Student Progress**

Parents and students are able to review grades and percent completion of courses at all times using the students' online course dashboard. Weekly, the teacher-coach will send a progress report via email. Therefore, the Richland Virtual Academy staff will not print and mail parish reports. Only printed copies of district progress reports and report cards will be made available for pick up or mailed.

## **Grade Determination**

Final grades will be determined based on the 100-point scoring. Grading will follow the Richland Parish Schools Grading Scale and Policies:

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A = 100 - 93

B = 92 - 85

C = 84 - 75

D = 74 - 67

F = 66 - 0

\*No honor courses are available in the Edgenuity platform.

## Grades

All grades will be maintained in the Richland Parish Schools student information system. Final grades are put in the system for progress reports and report card grades each grading period.

## Grade Promotion and Awarding Credit

Course credit will be given to a student who earns an "A, B, C or D." If a student earns a failing grade of an "F" in any course he/she will not receive credit for the course.

## Graduation and Other Programs

Any student wishing to participate in closing ceremonies (graduation, pinning, etc.) with their home-based school must complete all course work by the predetermined RVA end date. All additional requirements set forth by the Richland School Board and the State of Louisiana must be met. No extension will be granted to any student wishing to participate in closing ceremonies (graduation, pinning, etc.) with their home-based school.

## Academic Awards

Because of the flexible nature of online virtual instruction, it is not practical to have honor roll designations until courses are fully completed. Although, student's who are on pace and meeting attendance expectations may be recognized. Home-based schools may use the final grades to determine End of Year Scholars.

## Special Education

Special Education Services are available to students identified with a disability or academically gifted/talented and have an Individualized Educational Plan (IEP). This program is considered an Inclusion Program. The student's home is the "regular" classroom. Services are provided daily by phone, email and google meet from a district assigned special education teacher. Services offered may include: adaptations and modifications to the general education curriculum, enrichment opportunities, specialized instructional strategies, and adjustments in pacing. If other related services are needed, mode of delivery to best serve students needs will be determined through the IEP process. Special education teachers and teacher coaches will ensure all students are included in all peer collaboration opportunities if applicable. In some cases, students with special needs may engage in The Unique Learning System that is specifically designed for students with special needs. An assigned district special education teacher will deliver instruction daily; therefore, an Edgenuity teacher coach will not be needed. All parents of

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students with special needs will receive their weekly updates from their assigned district special education teacher.

***\*NOTE: When applying for Richland Virtual Academy, notification of a student's special education/504 services received at their home-based school must be indicated.***

## 504 Students

504 services are available to students with Individual Assistance Plans (IAP). Services are provided by phone, email and online. Services offered may include accommodations. If other related services are needed, mode of delivery to best serve students needs will be determined through the IAP process.

***\*NOTE: When applying for Richland Virtual Academy, notification of a student's special education/504 services received at their home-based school must be indicated.***

## School Communications

It is the goal of Richland Virtual Academy to foster a sense of connection for our families during the school year and streamline communication to the greatest extent possible. In an effort to help families connect to their child's learning, you will receive information about your child's progress and important announcements directly from your child's teacher coach or special education teacher. Remember your child is a student of their home school and an RVA learner. Primarily, all communication will come from your home school. Occasionally, Jcall/Jtext as well as via email from the program director RVA to share district-wide programmatic updates and reminders.

## Clubs and Athletics

Since Richland Virtual Academy is an extension of the local school, students are allowed to participate in all clubs and athletics offered at the students' home base schools. Students who wish to participate in clubs and athletics must contact their home base school. Richland Virtual Academy teacher coaches will be assigned from your students home base school to the greatest extent possible.

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## RICHLAND VIRTUAL ACADEMY

### Handbook Statement of Compliance 2021-2022

The undersigned student and undersigned parent/guardian do hereby acknowledge that they agree to adhere to the Richland Virtual Academy Handbook.

I, \_\_\_\_\_, have read, understand, and will follow the contents of the  
(print student name)  
Richland Virtual Academy Student Handbook.

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Signature of Student

Date

I, \_\_\_\_\_, parent/guardian of \_\_\_\_\_, have read,  
(print parent/guardian name) (print student name)  
understand, and support my student in following the contents of the Richland Virtual Academy Student Handbook.

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Signature of Parent/Guardian

Date