

Roughrider K-8 Virtual Academy Student and Parent Handbook

2022 – 2023 School Year



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Mission, Vision, and Commitment

Our Mission

Prepare all learners for life-long success through a safe, collaborative, and innovative learning community

Our Vision

Success for All!

We Believe:

- in the **collective responsibility** for the success of all students.
- in putting **students first**.
- in providing **safe, supportive, and collaborative** learning environments.
- in the importance of **communication** with families about their individual students.
- in the importance of fostering genuine **relationships**.
- in **highly reliable staff** who are key to student success.
- that student learning is measured in mastery of **essential skills**.
- that students can learn at different **pace and places**.
- in fostering **healthy minds** and **healthy bodies** to enhance student success.

Welcome

It is a pleasure to welcome you to our school for the upcoming year. We hope that your child will find this year an enjoyable and rewarding one. This takes place best when the ingredients of love, patience, and understanding are present in the home and at school. This is one of the reasons close cooperation between the teacher and parent(s) or guardian(s) is so very important.

We feel extremely proud to be able to serve the patrons of the Dickinson School District who have traditionally been very supportive in their role as a concerned parent(s) or guardian(s).

We welcome each of our parent(s) or guardian(s) to be valued partners throughout your child's educational experience. Please call us if you have a concern regarding anything school-related. We will be happy to help you at any time, and our door is always open to working as collaborative partners.

About Us

The *Roughrider K-8 Virtual Academy* is another option for our DPS students.

Students can:

- Take Virtual courses for free
- Take a full-time virtual course load at home
- Do coursework virtual but maintain a traditional, 175-day school calendar
- Be a full-time virtual student

School Contact Information

School Information	School Contact
School Phone Number	701-456-0021
School Address	Dickinson Middle School 2675 21st Street West Dickinson, ND 58601
School Virtual Office Hours	K-5: 1:00-1:30 Daily 6-8: 1:30-2:00 Daily
Tech Support K- 8	Dickinson Middle School 701-456-0021 2675 21st Street West Dickinson, ND 58601
Coordinator	Meagan Schlecht 701-456-0021 (Ext. 2109) mschlecht@dpsnd.org
Administrator	Cassie Francis 701-456-0021 (Ext. 2103) cfrancis@dpsnd.org

Roles and Responsibilities

Parent/Guardian and/or Learning Coach Roles & Responsibilities

- Maintain contact with teachers and school support staff to ensure student success
- Communicate at least once a month with student's homeroom teacher to receive progress and performance updates
- Maintain accuracy of home address, phone number(s), and email address(s)
- Actively participate in student's learning to assist the school with ensuring student participation and completion of coursework
- Ensure student participation in District and State assessments and provide transportation
- Attend a face to face training session for the virtual Academy, along with their K-8 Roughrider virtual Learner

Student Roles & Responsibilities

DPS recognizes that the following commitments/skills facilitate student success in our virtual educational environment:

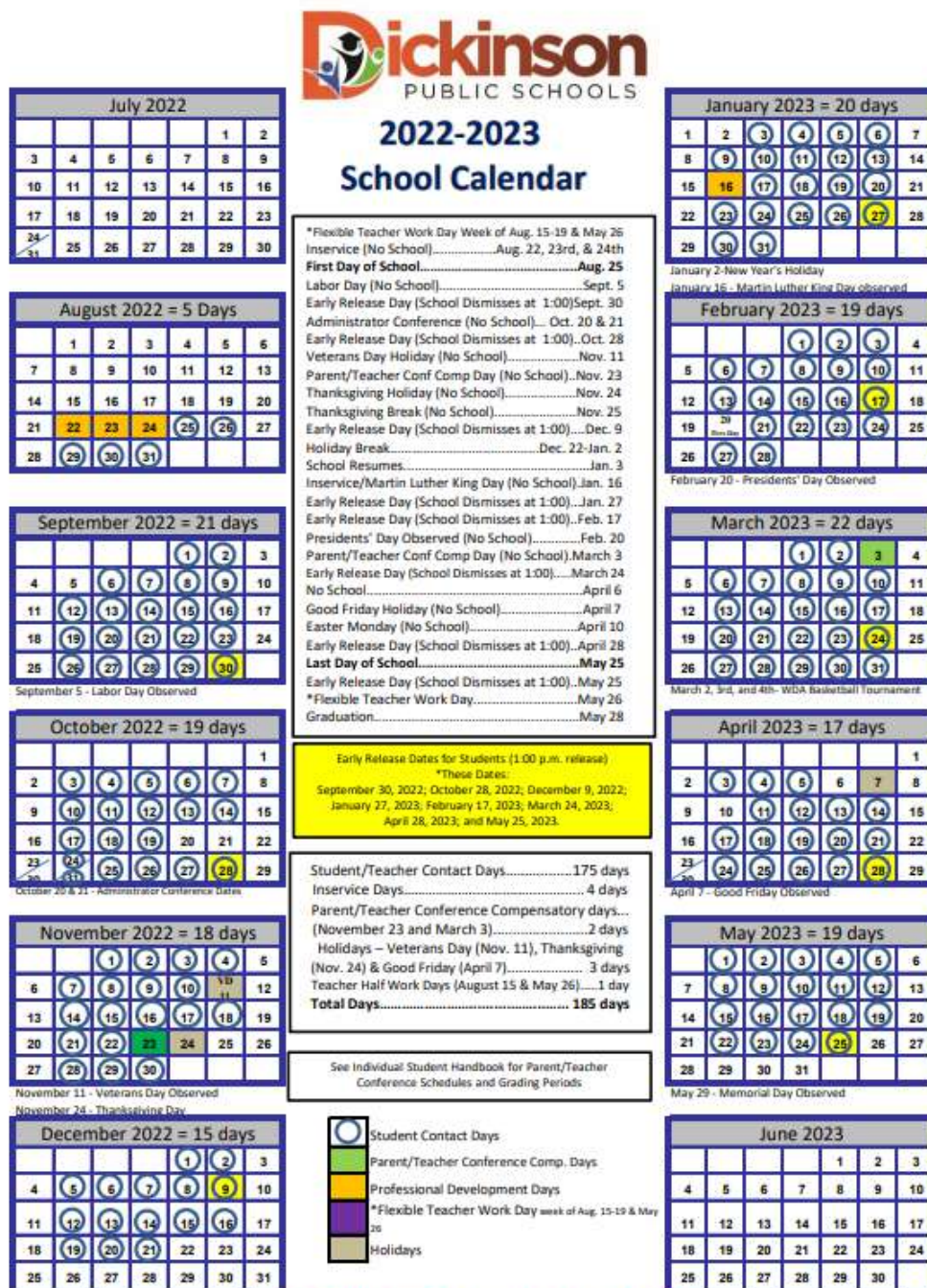
- Communication - Students are required to communicate with teachers and other specified staff.
- Live Lessons via Zoom or Google Meet- Participation and attendance in live lessons lead to student success. Students are required to attend all live lessons.
- Academic Integrity - DPS requires the original work of all students and in so doing, prohibits plagiarism of the work of others and cheating.
- Self-Motivation - Students should exhibit self-motivation as they must direct their own learning environment and procedures to fulfill coursework requirements enabling them to achieve individual academic success.
- Independent Learning Style - Students should be able to work independently and be able to contact their teacher, or support staff, for support as needed.

- Computer Literacy - Students should know basic computer skills such as simple navigation, beginning internet searching, and keyboarding skills. Students should know how to access coursework.
- Time management skills - Students must be capable of organizing and prioritizing their time frame for learning. Students must set aside an adequate and realistic amount of time to complete course requirements.
- Pace - Students must follow the pacing guides for course modules as well as individual assignments. Students are expected to work on their courses regularly each week.
- Effective Written Communication Skills - Students will be required to communicate with teachers and peers. The ability to write clearly and communicate ideas and assignments is essential. Students in early elementary grades may need additional parental or learning coach support when writing/typing.
- Reading Competency - Students must read at or near grade level in order to be successful in understanding the material to be presented. Students in early elementary grades may need additional parental or learning coach support when reading through directions.
- Personal Commitment - Students must have a personal desire to learn and achieve knowledge and skills via virtual as this learning environment does not have bells to begin and end class.
- Commitment - Successful virtual students are those who decide for themselves that virtual learning requires time and commitment for success.

Students in grades K - 8 will work with their parents and/or identified Learning Coach to meet these expectations.

School Year Calendar

Students can continue to work during holidays, breaks, and teacher in-service days as needed; however, teachers will be unavailable during these times.



Approved by Dickinson Public School Board January 10, 2022

Enrollment Eligibility Information

Roughrider K-8 Virtual Academy is a school of choice that provides a fully virtual educational option for DPS students. Students enrolled in the Virtual Academy are required to participate in District and State assessments and adhere to all district policies with regard to attendance, participation, and completion of all coursework. The Roughrider K-8 virtual Academy reserves the right to make enrollment exceptions based on individual students' academic needs and what is in the best interest of the individual student.

The following eligibility requirements must be met to enroll in the *Roughrider K-8 Virtual Academy*:

- The student must be a DPS student by residency or have been approved for open enrollment.
- Students must meet age requirements as outlined by DPS policy.
- Students must have daily access to a computer, internet service, email, and telephone to maintain contact with teachers, staff, and administration.
- Exceptional Students
 - * Current Individual Educational Plans (IEP) of student applicants who meet the school's entrance criteria will be reviewed on an individual basis in order to determine whether or not full-time virtual education is the Least Restrictive Environment (LRE) and therefore an appropriate option for school choice. All necessary services and related services noted on a student's IEP (or 504 Plan) must be able to be delivered in a virtual manner. While our virtual Academy allows for flexibility in the location where students may access their curriculum and coursework, all students that have a type of plan (IEP/EP/504 Plan) that indicates the need for any type of therapy must be present to receive the necessary teletherapy services.
 - * Upon initial review, if comparable services are not available or appropriate in our full-time virtual environment, or we have concerns that a full-time virtual setting may not be the LRE for the student, then other educational options will be discussed during the enrollment process.

Enrollment Periods

Roughrider K-8 Virtual Academy is accessible to all students who meet the eligibility requirements.

Enrollment in the school is offered for both current Dickinson Public School students and new to the district students up until two weeks into the beginning of each school year.

After the initial enrollment period, Dickinson Public School students may only enroll after the enrollment period if they are referred by their school, meet eligibility requirements, and there is room for placement.

New to the District students may enroll upon registration with Dickinson Public Schools, but they must meet eligibility requirements. Referrals for placement into the academy may be requested to ensure eligibility. There must also be room for placement.

New students to Roughrider Virtual Academy who are accepted after the beginning of the year are subject to all the same enrollment and course completion requirements as students who enroll prior to the start of the school year.

Roughrider K-8 Virtual Academy students are expected to attend school starting on day one. Any student who has not attended school by Day 10 of the school year will be administratively withdrawn as a no-show, Did Not Enter (DNE).

Grade Level Placement

Student grade level placement is determined using academic documentation from prior school/school district/home education evaluations provided during the enrollment process. Grade level placement for students enrolling in our virtual academy is based on successful grade-level promotion for elementary school, and successful core course completion for middle school.

Attendance Requirements

Instructional Hour Estimates

To meet the DPS requirements, families can expect to have their student complete the following minimum hours of schooling each week:

Grade(s)	Recommended Hours Per Day	Recommended Hours Per Week	Recommended Hours Per Year
K-3	4	20	720
4 - 8	5	25	900

Parent/Guardian and/or Learning Coach Attendance Responsibilities

- Alert School of Student Absences – Attendance is based on student engagement through regular submission of coursework and interaction with teacher(s) and peers. Excessive absences may lead to a student being considered truant. Extended health-related absences may require a doctor's note. Regardless of the amount of time a student misses due to excused absences, the student is required to complete all coursework. All other absences will be considered unexcused.
- Vacations or Days Off – Roughrider K-8 virtual Academy allows students 24/7 access to their courses. While the access allows students to work ahead or catch up, the expectation of course completion remains. Students are able to take days off that align with the school calendar, or additional days off as needed, but are still required to complete all coursework.

Good Academic Standing

A student demonstrating adequate participation (and therefore progress) in school is based on several criteria and is a combination of measures. These measures include the student's daily logins which are tracked, course percentage completion, and amount of communication with the teacher.

In order to maintain progress, the Parent/Guardian and/or Learning Coach must ensure that the following activities are taking place:

- The student completes assigned lessons and assessments on a weekly basis.
- The student participates in educational activities for an appropriate number of hours.
- The student maintains monthly (at a minimum) contact with teachers.
- The student attends all required Live Lessons.
- The student is able to demonstrate that he/she is doing his/her own schoolwork.
- The student attends and completes all mandatory district and state testing.
- The Parent/Guardian has communicated with the homeroom teacher in advance if he/ she needs to deviate from the regular school calendar (for example, switching a vacation and school day).

Disenrollment

In order to maximize student learning, consistent progress is imperative. Roughrider K-8 virtual Academy offers a great deal of flexibility regarding how many hours students spend each day on schoolwork and on what days of the week they complete that work. Due to this flexibility, we expect student progress.

A student may be disenrolled for not making academic progress. This includes non-attendance and insufficient student engagement. The school will work with the family to help the student engage in weekly learning to improve his/her

progress, through targeted tiered interventions provided by staff. If these efforts fail and adequate progress is not made, the student will be escalated to an administrator, which could lead to the student's official disenrollment.

Address & Location of Learning Changes

Roughrider K-8 Virtual Academy policy related to location change follow the below procedures:

- Permanent In-Area Location Change – A Change of residence within the school's service area
 - * DPS families must notify the Central Administration Office no later than 10 days after the move and provide new Proof of Residency documents within 30 days of notification.
- Temporary Location Change – Travel or relocation away from student's residence for longer than three weeks
 - * Travel outside the state for longer than three weeks requires administrative permission. Relocation that occurs during state testing windows when the student is required to test in the zoned school district (according to the permanent address on file) will not be permitted unless the Parent/Guardian confirms that the student will be transported to the test site in the zoned school district and according to the previous address on file. Failure to participate in mandatory state testing may cause the student to be immediately withdrawn from the school.
- Alternate Learning Location(s) Change – Student learning regularly occurs in an alternate location but there is no change in the student's residence
 - * Relocation that occurs during state testing windows when the student is required to test in the zoned school district (according to the permanent address on file) will only be permitted if the alternate location does not prevent the student from testing in his/her assigned/zoned school.

Field Trips

Roughrider K-8 Virtual Academy offers opportunities for field trips throughout the year. You will hear about these offerings from the teachers.

Dickinson Public School Policies

[Attendance and Absences](#)

[Parent Standards of Conduct](#)

[Student Conduct and Discipline](#)

[Bullying Prevention](#)

[NonDiscrimination and Anti-Harassment Policy](#)

[Discrimination and Harassment Grievance Procedure](#)

[Student Education Records Access & Amendment Procedure](#)

[Suicide Prevention](#)