



relationships. values. academics.



Student Handbook
School Policies &
Procedures
Grades PreK-8
2020-21



This planner belongs to:

Name: _____

Address: _____

Email: _____ Phone: _____

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624 College Street, Room 104
Medford, WI 54451

888-801-2666 Fax 715.748.1211

www.RuralVirtual.org

Rural Virtual Academy Mission Statement

It is the mission of the Rural Virtual Academy to provide students access to a challenging, high-quality, standards driven curriculum, in a flexible home environment.

A Place to Start

In order for you and your student/s to have the most positive and successful year possible, we need to have a partnership with you where EVERYONE performs at high levels.

It is our promise that the RVA will maintain a high level of contact with each family. The RVA staff uses face-to-face, email, phone, and online class time to regularly keep in touch. We will expect to meet with your child(ren) periodically and will return feedback on your work and assessments in a timely manner.

We expect families to keep in regular contact, submit work weekly, check and respond to emails, and meet online, face-to-face, or on the telephone when asked.

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 incumbent upon you to contact us and ask for help.

BookShark

BookShark offers students from grade PreK-8 the chance to learn all of the required educational subjects through engaging books. BookShark's educational curriculum is built around grade-appropriate lists comprised of many of the finest works of literature and non-fiction. BookShark's learners view the world and historical events through unforgettable stories that span history and the globe. The book-based curriculum covers every required subject for traditional education, and ensures that BookShark students receive an expansive and deep academic learning experience through the lens of grade-appropriate books.

BookShark contains 36 week of lessons that are completed using a 4 day per week schedule. RVA students using the BookShark curriculum are required to complete 32 weeks worth of lessons for the school year, but have the option of completing all 36 weeks. Handwriting Without Tears, Spelling You See, Sequential Spelling, Explode the Code, Wordly Wise, Saxon Math, Singapore Math, and Right Start Math, are some of the materials BookShark includes in their curriculum packages.

Calvert

Using a blend of textbooks and online learning, the Calvert curriculum offers a comprehensive home-based schooling option. The Calvert curriculum is available for students in grades K-8. This virtual school curriculum is built on a rich foundation of reading, writing, and arithmetic. That

foundation is then layered with history, science, music, geography, and the arts. This curriculum comes with textbooks, workbooks, teacher manuals, and an online Calvert Teaching Navigator (CTN) account that contains supplemental resources.

Calvert students will be provided with the 36 weeks of material at one time. The Calvert curriculum contains 160 total lessons, of which students are required to complete 140. However, all students have the option to complete all 160 lessons. Students transferring in mid-year can begin working on whichever lesson is most appropriate as determined by the RVA teacher. The online account contains daily-checks, which are subject area quizzes that test comprehension of the material learned. These daily-checks are not factored into a student's overall grade. In Calvert, every 20 lessons there are subject area tests that will be submitted to an RVA teacher to grade upon completion.

Little Lincoln

Little Lincoln is an interactive, standards-based curriculum that combines rich multimedia with comprehensive hands-on activities. The Little Lincoln courses encourage excitement and creativity in the areas of math, science, reading, writing, social studies, wellness, and visual arts. Our students experience a dynamic virtual classroom through the use of teacher videos, audio stories, animated characters, and interactive games. By combining these online activities with various hands-on elements, (like our activities books, experiments, art projects, and a wonderful collection of illustrated storybooks), our students receive a complete and fulfilling education experience.

The Little Lincoln curriculum is available for RVA students from PreK-Grade 2. RVA students using the Little Lincoln curriculum are required to complete 160 lessons for the school year, but have the option of working up to Lesson 180. You will be provided with 9 weeks of materials at a time. As you reach the end of each 9 week quarter, please let your teacher know so that the next quarter's materials can be ordered and delivered to you without delay. Materials typically take approximately one week to arrive after the order has been placed. Students transferring in mid-year can begin working in whichever quarter is most appropriate.

Odysseyware

Odysseyware is a customizable, web-based curriculum accessible from anywhere at any time. Odysseyware includes courses in the core subjects of social studies and history, math, language arts, and science, as well as a variety of electives. To ensure students begin at the appropriate grade level, placement testing is also available. RVA teachers are available to provide academic assistance, including direct instruction, remedial support, and feedback on the student's performance. The RVA believes that fully-online students need to be independent, academically driven, and highly motivated to be successful. Students enrolled in Odysseyware courses are expected to login daily and complete all online lessons, quizzes, and

other tasks assigned. Completion of all assigned lessons is required before advancing on to the next grade or subject level.

RVA Online and RVA Online Blended

RVAHS Online (Wisconsin eSchool Network) is an online course provider that partners with school districts throughout Wisconsin to offer online courses to middle and high school students. Students in grades 6 – 12 can choose courses through this curriculum provider. WeN provides numerous core, elective, advanced placement, and credit recovery courses. All WeN courses are aligned to national and state standards. Some courses taken using the RVA Online content will have teacher support daily. Following a daily time schedule, students will log into their classes and receive direct instruction and support. Students are asked to attend for the first two weeks of the course and after that they can “earn flexibility.” If they are showing and understanding of the content and following the pacing of the class, they can earn the right to not attend class on a daily basis. However, they are encouraged to attend.

Supplemental Courses

The RVA maintains numerous supplemental courses for families to choose from to either replace or enhance core curricular options. Supplemental courses may have vendor published grade levels not equivalent to the academic standards of school.

Academics

Lesson Completion

Students are required to complete daily lessons in all appropriate and assigned subject areas. 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 your 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.

Turning in Homework, Tests, and Other Required Work

Off-line homework and tests should be sent to the teacher in pre-marked envelopes from our office, or scanned and sent to your teacher’s email address via pdf. We would like to see homework once a week, unless you and your teacher have agreed upon other arrangements. Contact your teacher about what s/he wants to see from you specifically, if you have questions about that.

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.

Required Lessons

Students are not required to complete the entire curriculum provided to them. This is due to the fact that during the school year there are days that are spent at field trips, state mandated testing, participating in Community Service Projects, and other learning opportunities that take time from the 180 school days scheduled in traditional schools. The last 10-20 lessons contain preview lessons for the coming year and they can be done at the home mentor’s discretion. The RVA is happy to offer incentives to students who complete all of the materials provided in order to help motivate those who have a desire to do so.

Curriculum Testing

Students will be tested in all of their subject areas. All tests can be completed at home. When taking the tests, students can use any self-created notes but they may not use any books, worksheets, or calculators. Alternate testing is available if you would rather have your student give a presentation or do a project instead of the standard test. Talk to your teacher if you are interested in an alternate testing option.

State Mandated 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.

Community Service Project

Student in all grades are required to complete 8 hours of age-appropriate service during the school year. In high school, community service is a graduation requirement. The community service experience should culminate in a short write-up of the experience and why it was valuable to the student. Look for individual or group opportunities in your area by contacting the Regional Event Coordinator and your teacher.

Responsibility & Participation Credit

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.

Extra Credit

Teachers will reward “extra credit” to students who do extra-curricular or supplemental activities. Just email your teacher about what they are doing outside of their lesson

work, and your student/s will be credited. Sports, music, volunteering, etc. (An e-picture is always great too, and may end up on our bulletin board or Facebook page!)

Enrollment

Students in Pre-kindergarten 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 is 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: oe.dpi.wi.gov 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.

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.

Shared Enrollment

Rural Virtual Academy students shall be allowed to enroll in regular school day courses in the school district in which they reside. In order to enroll in a regular school day course, conditions must be met that are outlined in policy RVA-JECBE.

Faculty & Mentors

RVA Administration

The RVA Administrator serves as the supervisors 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. Students are to communicate with the RVA Teacher through e-mail, telephone, or other forms of writing. Students may 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 individualized student's needs. 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 consent of the RVA Administrator, and upon signing a release of confidential information for that student.

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.

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 and meets, 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.

Curriculum & Educational Materials

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 the RVA Administrator.

Return of Textbooks & 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 the 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 at the end of the school year. Textbooks, trade books, novels, and other material which can be reused shall be returned to the RVA upon request, at the end of term, or upon withdrawal from school. **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-IIBB.**

Extra & Co-curricular Participation

In accordance with Rural Virtual Academy Policy RVA-JECBE, RVA consortium PreK-8 students may participate in extra and co-curricular activities including athletics, (WIAA regulated or not), in their resident district. It is the intent of the WIAA Governing Board, as well as the RVA, to make the inclusion of athletic opportunities and other extracurriculars available for our PreK-8 students. It is also the intent of the RVA to encourage participation of RVA students in other 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.

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. RSVP's 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.

Community Service

All RVA Students are required to complete a minimum of 8 hours of annual community service. The hours may be invested as each family 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, 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. These school designed service opportunities will be led and developed by the RVA's Regional Event Coordinators.

Service hours do not need to be formally logged but students are required to submit an age-appropriate written synopsis of their experiences including what was learned. 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.

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.

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 e-mail 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 to privacy. These educational accounts include e-mail 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. Upon a student withdrawing from the RVA, their school issued e-mail account and any saved data will be deleted.

RVA faculty are expected to restrict communication with RVA families and students using personal e-mail 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.

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 Governing Board supports the monthly reimbursement for home internet usage for full time RVA students. Original copies of monthly billing statements, with clearly identifiable information, must be submitted to the RVA office for auditing record purposes. Upon receiving a confirmed billing statement, the RVA user will be reimbursed at a rate not to exceed \$75.00 per month for internet services. Internet installation, maintenance costs, hardware, software, and taxes incurred by the user are not subject to reimbursement.

Copies of monthly internet statements are required to be submitted to the RVA Office to be eligible for reimbursement. Statements can be mailed to the RVA or

scanned and electronically emailed to Jen Harris at jen.harris@ruralvirtual.org. 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 whom purchase supplies for educational use. No business is required to accept these cards for discount purposes.

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, e-mail, 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.

Reasons

Examples of behavior which would constitute some form of school discipline would include:

- Not Participating in School (lack of communication/ attendance)
- Academic Dishonesty (Plagiarism/ Cheating)
- Inappropriate Behavior or Actions During Online Sessions
- Inappropriate Behavior or Actions During School Event
- Disrespectful, Inappropriate Conduct, and/or Insubordination (Not following reasonable directives in a timely manner)
- Possession of Weapons (At school events)
- Possession of Illegal Drugs (At school events)

- Vulgar/ Obscene Language, Gestures, and/or Displays (Online or off)
- Sexual Harassment
- Discriminatory Harassment
- Damage of School Property
- Maintaining or Posting Inappropriate Material on the Internet
- Habitual Misconduct
- Any behavior that threatens a likelihood of substantial disruption in school, including harming or 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 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 apologies, 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 engaged 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 Warning. Second offenses require a meeting between parents, teacher(s), and students. 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.

Academic Testing

Subject Area Testing

Minimum subject area testing is required after the completion of a set number of daily lessons. Additional daily assessments may be required in the form of online writing, quizzes, and tests assigned by the RVA Teacher. Test results will be returned to the student and scores recorded by the RVA Teacher. The RVA Teacher / Administrator reserves the right to require students to take 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

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.

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 may opt their children out of testing at any grade level but submitting a written request to the RVA.

Placement Testing

When enrolling in the RVA, it is recommended that students complete a placement test. Or, if parents are unsure of their child’s abilities, they may request to have their child complete a placement test. Placement tests will be given online or proctored in the RVA main office. Upon receiving the results of the placement tests, the student will then be enrolled in the most appropriate grade/ program level.

Grade Advancement

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. The RVA utilizes a running grade book cumulating progress from the beginning to the end of a grade level curriculum. A final course grade is generated upon the completion of any particular grade level subject curriculum. All final grades will appear on a formal transcript.

The initial responsibility for deciding whether there will be retention or advancement of a student shall rest with the teacher(s) primarily responsible for the child’s education, the administrator overseeing the child’s teacher, and the parent/ legal guardian of the child. These provisions include but are not limited to: academic achievement, intelligence, attendance, self-image, attitude, experiential background, and social/ emotional maturity.

Transcript grades for students in grades 3-8 will be scaled using the classical five point discrete evaluation system using “A-F” as reporting marks. Grades will be determined using the following percentage scale:

| | |
|---|------------|
| A | 100- 90% |
| B | 89.99- 80% |
| C | 79.99- 70% |
| D | 69.99- 60% |
| F | 59.99- 0% |

Students enrolled in grades PreK-2 will receive comments on completed work and periodic grade updates with grades being posted a minimum of four times per year.

These grades will be reported using the following scale:

| | |
|---|------------|
| A | Advanced |
| P | Proficient |
| B | Basic |
| M | Minimal |

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

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. Specific questions regarding special education or related services can be directed to the Director of Special Education, Sam Penry, at: sam.penry@ruralvirtual.org.

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 e-mail, 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

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|-----------|--|
| 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-IGCA | High School Summer School |
| RVA-IGCD | Start College Now / Early College Credit Program |
| 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 |

Rural Virtual Academy 2019-2020

Middle School Calendar

| August 2019 | | | | | | |
|-------------|----|----|----|----|----|----|
| 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 2019 | | | | | | |
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| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
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| 29 | 30 | | | | | |

| October 2019 | | | | | | |
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| November 2019 | | | | | | |
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| December 2019 | | | | | | |
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| January 2020 | | | | | | |
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| February 2020 | | | | | | |
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| March 2020 | | | | | | |
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| April 2020 | | | | | | |
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| May 2020 | | | | | | |
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| June 2020 | | | | | | |
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| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 | | | | |

- Orientations (August 1 – Online, August 2, 8, 9, 12, & 13 – In-Person)
- No Classes
- 1st Semester Start/End (September 3 – January 16)
- 2nd Semester Start/End (January 20 – May 29)
- Class Days
- Progress Checks / Class Days



Student Handbook
School Policies &
Procedures
Grades 9-12
2020-21



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GRADES 9-12

Introduction

The Rural Virtual Academy Handbook provides information about rules, policies, academic requirements, course information, and extra-curricular 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.

Rural Virtual Academy Mission Statement

It is the mission of the Rural Virtual Academy to provide students access to a challenging, high-quality, standards driven curriculum, in a flexible home environment.

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.
- **Attendance at daily classes is mandatory for the first two weeks of every course.** Students can earn

flexibility in daily attendance by demonstrating mastery of the concepts and the ability to maintain adequate pace. Earned flexibility does not apply to dual credit courses.

- 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 internet costs up to \$75 per month will be reimbursed 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 comprised 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 to 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.

Civics Exam Requirement

Students in Wisconsin are required to take a civics test comprised 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 cumulating 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 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.

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 home school 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 as 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.

Blended Learning Model

For many of the core and elective classes, students will be part of a blended class. In the RVA, a blended class is a combination of classroom and online education. Students will have their course content online and it will be accompanied by daily, live instruction from an RVA teacher. Every student will be assigned to a specific teacher for each subject and will be expected to follow a daily schedule. Students will also be expected to attend classes online with other students in the RVA and the consortium schools. The teacher's role is to provide direct instruction for daily lessons, monitor student performance, grade all assignments and tests, provide feedback and ongoing support, follow the minimum pacing guide, and be the primary point of contact for both the student and parents. All classes are intended to be recorded and archived.

Earned Flexibility

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

be successful.

Attendance in daily classes is mandatory for the first two weeks of every new course a student takes. Students can earn the right to work at their own pace by demonstrating that they are able to make adequate progress. Attendance requirements will be gradually decreased for students demonstrating mastery of the concepts and ability to stay on pace. If a student who has earned flexibility starts to fall behind or does not understand the material, the teacher can revoke the student's earned flexibility and require the student to attend daily classes. Students who are determined to be not in full attendance will be subject to possible truancy procedures and removal from the RVA in accordance with policy RVA-JE.

Students who are enrolled and assessed in live courses which require active verbal participation and collaboration will have "Limited Earned Flexibility" and will be expected to regularly attend classes. The courses include but are not limited to: leadership courses, oral communication courses, and particular foreign languages.

Students enrolled in collegiate level courses taught by RVA teachers will not have access to "Earned Flexibility." Due to the rigor and general academic expectations of collegiate leveled coursework, students enrolled are expected to attend live classes on daily basis with absences allowed for acceptable short-term reasons.

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 do much of the work as possible before they leave.

Retake's 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 Progress Checks where student performance will be evaluated every three weeks. If any student is earning two or more failing grades in any classes at the time of the Progress Check, they will be placed on Academic Probation and will be notified with a warning letter. By the next three week 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. Specific questions regarding special education or related services can be directed to the Director of Special Education, Sam Penry, at: 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 e-mail, Blackboard, 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 make every reasonable effort to reply to a student and parent / Home Mentor inquiry within 24 hours.

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 individualized student's needs. 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 consent of the RVA Administrator, and upon signing a release of confidential information for that student.

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 e-mail 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 to privacy. These educational accounts include e-mail 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 e-mail accounts assigned to them including a parent and a student account. All e-mails 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 e-mail services such as a 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 e-mail 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.

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 Governing Board supports the monthly reimbursement for home internet usage for full time RVA students. Original copies of monthly billing statements, with clearly identifiable information, must be submitted to the RVA office for auditing record purposes. Upon receiving a confirmed billing statement, the RVA user will be reimbursed at a rate not to exceed \$75.00 per month for internet services. Internet installation, maintenance costs, hardware, software, and taxes incurred by the user are not subject to reimbursement.

Copies of monthly internet statements are required to be submitted to the RVA Office to be eligible for reimbursement. Copies of monthly internet statements are required to be submitted to the RVA Office to be eligible for reimbursement. Statements can be mailed to the RVA or scanned and electronically emailed to Jen Harris at jen.

harris@ruralvirtual.org. 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 whom purchase supplies for educational use. No business is required to accept these cards for discount purposes.

Curriculum

The RVA curriculum will align with local, state, or national standards. The three main curricula the RVA will use for students includes RVAHS Online (Wisconsin eSchool Network), Odysseyware, and American School. The RVA also provides other curricular options in compliment or in place of the main curriculum options. Some elective courses will use course content created by the teacher. 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 the RVA Administrator.

RVAHS Online

RVAHS Online (Wisconsin eSchool Network) is an online course provider that partners with school districts throughout Wisconsin to offer online courses to middle and high school students. WeN provides numerous core, elective, advanced placement, and credit recovery courses. All WeN courses are aligned to national and state standards. Most courses taken with the RVAHS Online will have teacher support daily. Following a daily time schedule, students will log into their classes and receive direct instruction and support.

Odysseyware

Odysseyware is a customizable, web-based curriculum. Odysseyware includes courses in the core subjects of social studies and history, math, language arts, and science, as well as a variety of electives. Students complete these courses independently with an RVAHS teacher providing support for these classes. Core courses can be taken by students that need remediation in a subject or in special circumstances. Odysseyware elective courses are open to all students. Odysseyware offers a large selection of elective courses. To ensure students begin at the appropriate academic level, placement testing is also available.

American School

American School offers both paper-based and online curriculum choices. Students can choose from courses in the core subjects areas as well as elective courses. American School is a self-paced curriculum. Students choosing this option will complete the courses independently with limited support from RVAHS teachers. Work and tests will be submitted to both the RVAHS and American School. American School will do the grading of the tests and submit a transcript to the RVA at the end of the semester. American School will only be offered as an option to students who have first demonstrated that they can meet the requirements of the RVAHS.

Consortium Schools

If a student is enrolled through a consortium district, they may choose to take courses in their resident district. These courses must fit into their RVAHS schedule and be approved by the consortium district.

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-IIBB.

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. RSVP's 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.

Enrollment

Students in Pre-kindergarten 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 is 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, e-mail, 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.

Reasons

Examples of behavior which would constitute some form of school discipline would include:

- Not Participating in school (lack of communication/ attendance)
- Academic Dishonesty (Plagiarism/ Cheating)
- Inappropriate Behavior or actions during online sessions (Collaborate, Skype, virtual field trips)
- Inappropriate Behavior or actions during school event (Field trips, social events)
- Disrespectful, Inappropriate conduct, and/or Insubordination (Not following reasonable directives in a timely manner)
- Possession of Weapons (At school events)
- Possession of Illegal Drugs (At school events)
- Vulgar/ Obscene Language, Gestures, and/or Displays (Online or off)
- Sexual Harassment
- Discriminatory Harassment
- Damage of School Property
- Maintaining or Posting Inappropriate Material on the Internet
- Habitual Misconduct
- Any behavior that threatens a likelihood of substantial disruption in school, including harming or 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 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 apologies, 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 engaged 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 Warning. Second offenses require a

meeting between parents, teacher(s), and students. 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 to 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 .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.

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 e-mail, 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

| | |
|-----------|--|
| 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-IGCA | High School Summer School |
| RVA-IGCD | Start College Now / Early College Credit Program |
| 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 |

Rural Virtual Academy 2019-2020

High School Calendar

| August 2019 | | | | | | |
|-------------|----|----|----|----|----|----|
| 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 2019 | | | | | | |
|----------------|----|----|----|----|----|----|
| 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 | | | | | |

| October 2019 | | | | | | |
|--------------|----|----|----|----|----|----|
| S | M | T | W | T | F | S |
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| 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 | | |

| November 2019 | | | | | | |
|---------------|----|----|----|----|----|----|
| S | M | T | W | T | F | S |
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| 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 |

| December 2019 | | | | | | |
|---------------|----|----|----|----|----|----|
| 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 | | | | |

| January 2020 | | | | | | |
|--------------|----|----|----|----|----|----|
| 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 | |

| February 2020 | | | | | | |
|---------------|----|----|----|----|----|----|
| 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 |

| March 2020 | | | | | | |
|------------|----|----|----|----|----|----|
| 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 | | | | |

| April 2020 | | | | | | |
|------------|----|----|----|----|----|----|
| 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 | | |

| May 2020 | | | | | | |
|----------|----|----|----|----|----|----|
| S | M | T | W | T | F | S |
| | | | | | 1 | 2 |
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| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |
| 31 | | | | | | |

| June 2020 | | | | | | |
|-----------|----|----|----|----|----|----|
| 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 | | | | |

- Orientations (August 19 & 20 – Online, August 23 – In-Person)
- No Classes
- 1st Semester Start/End (September 3 – January 16)
- 2nd Semester Start/End (January 20 – May 29)
- Class Days
- Progress Checks / Class Days

Looking for the Class Schedules for Middle and High School?



Click on "Student Area" Then choose either "PreK-8 Classroom Access" or "High School Classroom Access" depending on your grade.

Scroll down to see the schedules for each Blackboard room below!

- PreK-8 Grade Classroom Access
- High School Classroom Access
- School Calendar
- Community Service
- Student Handbooks
- RVA Weekly
- Yearbook Photo Submission
- HELP!

Pre-K through 8th Grade Students!

Activity Period Need Help? Watch A How-To Video!



| Blackboard Room #1 | Teacher | Time |
|-------------------------|--------------|-------------|
| 8th Grade Language Arts | Mrs. Mukerji | 8:30-9:00 |
| 6th Grade Language Arts | Mrs. Versch | 9:15-9:45 |
| 6th Grade Math | Mrs. Riek | 10:00-10:30 |
| Activity Period | Mrs. Versch | 10:45-11:15 |



| Blackboard Room #2 | Teacher | Time |
|-------------------------|-------------|-------------|
| 7th Grade Math | Mrs. Riek | 8:30-9:00 |
| 7th Grade Math | Mrs. Riek | 9:15-9:45 |
| 7th Grade Language Arts | Mrs. Versch | 10:00-10:30 |

Join the fun with other students at RVA Events and Field Trips!

Click on "Activities" button at the top of the RVA homepage to find amazing opportunities to have fun, learn and make a difference in your community!



- All Ages Events
- Online Clubs & Events
- High School Events & Clubs

your journey to a limitless future.

RVA Live! Grades PreK-8 Student Access

RVA Live! High School Student Access

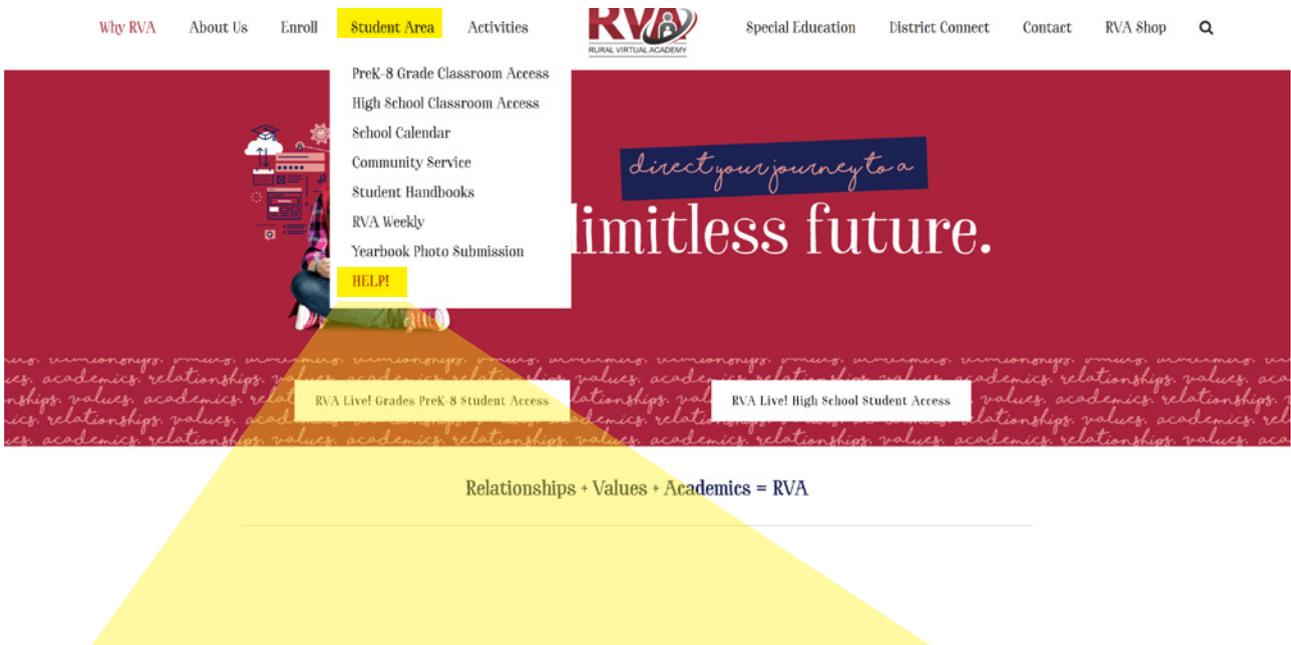
GENERAL INFORMATION



Check out our facebook page to see all the awesome ways our students connect and learn at RVA Events!

facebook.com/ruralvirtualacademy

Tech Tip Videos are online for your convenience!



Need some help? Maybe one of these videos can give you the answer you need.

Answer not there? We're always there for you and your questions. Give us a call or shoot us an email and we will get right back to you.

1. How to Login to your RVA Gmail Account
2. How to Forward your RVA Email Messages
3. How to Get to your Google Drive
4. How to Access Student Grades
5. How to View Feedback and See Results for Individual Questions to Tests
6. How to Use Dropbox in Buzz
7. How to Set-up and Upload to a Shared Folder
8. How to Set-up Shared Folders for each Subject Area
9. How to Notify Your Teacher by the Sharing Feature
10. How to Get into a Blackboard Room
11. How to do a Google Hangout
12. How to Login to RVA Online
13. How to Access your Independant Classes
14. How to Scan and Use Google Drive on your SMART Phone
15. How to Use Kami to Edit a PDF
16. How to Use the Snipping Tool to Screen Capture
17. How to Join a Google Classroom Using a Class Code (ex: Art Class)
18. How to add Screencastify as an extension in Google Chrome

Odysseyware User Guide

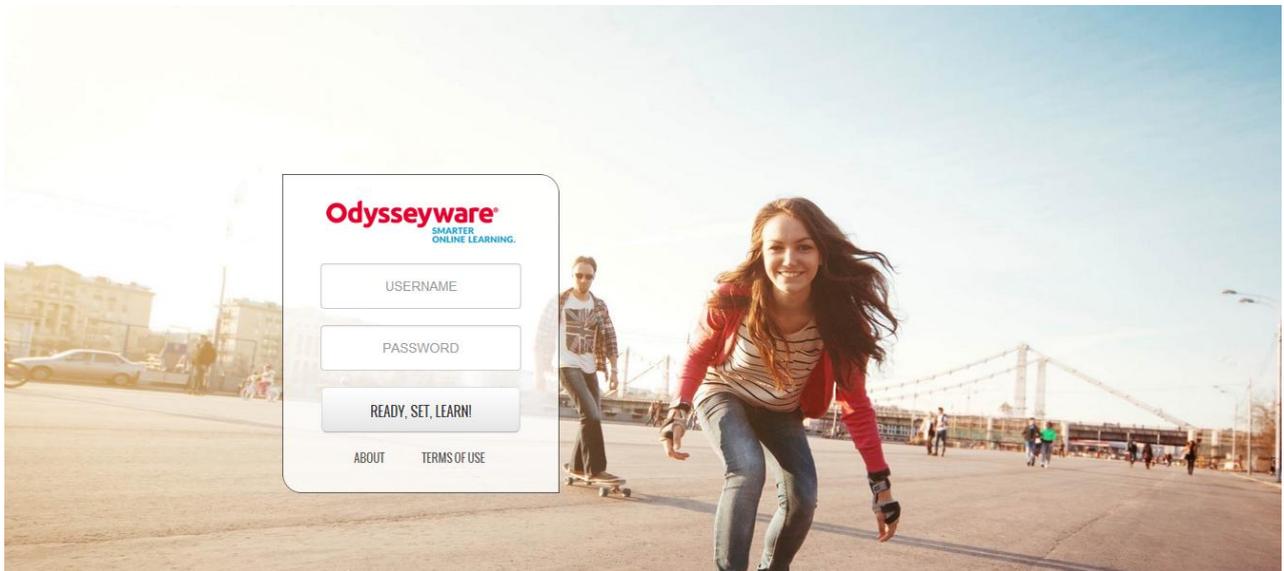
Logging in:

Note: It is recommended you use Google Chrome browser for Odysseyware.

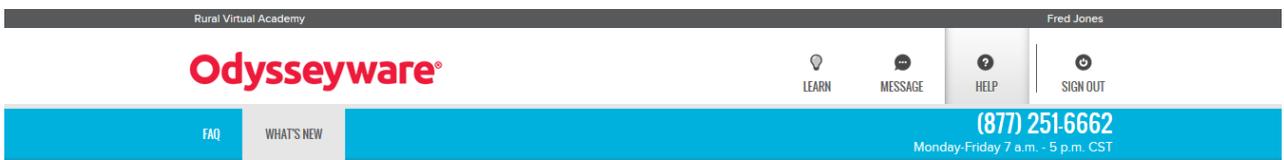
Go to medford.owschools.com

OR From the RVA website, click on Student Access > PreK-8 or High School > Click on Odysseyware logo.

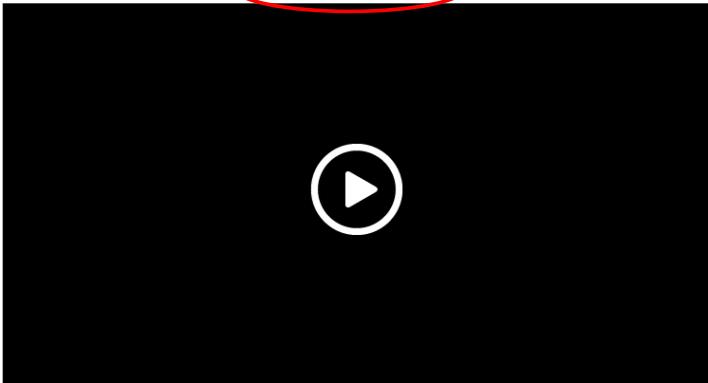
Type in your username and password given to you by your RVA teacher. Click: **Ready, Set, Learn**



After you log in, you will see a video that will appear about Odysseyware. Please watch this video. Click on the box **'always show after sign in'** to check or uncheck, if you wish to continue to see the video or not after each time you log in.



Always show after sign in



GENERAL INFORMATION

Getting Started:

After the video, click on **Learn** at the top. If you unchecked the box for 'always show after sign in' this screen will appear automatically. You will see the 'ASSIGNMENTS' tab screen. This will show upcoming assignments, by due dates, for all enrolled courses.

| Due | Title | Score | Status | Info |
|------------|-------------------------------|-------|----------|-------------------|
| 09/02/2014 | Introduction to Earth Science | -- | Assigned | <i>i</i> <i>+</i> |
| 09/03/2014 | Project: Research a Career | -- | Assigned | <i>i</i> <i>+</i> |
| 09/08/2014 | Project: Doppler Effect | -- | Assigned | <i>i</i> <i>+</i> |
| 09/15/2014 | Project: Newton's Law | -- | Assigned | <i>i</i> <i>+</i> |
| 09/18/2014 | Project: Earth Comparisons | -- | Assigned | <i>i</i> <i>+</i> |

By clicking on the **COURSES** tab at the top, this will show all your enrolled courses, score, and progress. By clicking on your course, you can view the amount of units for that course. Clicking on a unit, will show the assignments, projects, quizzes, and tests to be completed for the unit, along with unit progress and score. Dates are also given for when the tasks should be completed in order to maintain appropriate pacing.

| Title | Score | Progress | Info |
|---------------|-------|----------|----------------------|
| Earth Science | 100% | 0% | <i>i</i> <i>></i> |
| Science 700 | -- | 0% | <i>i</i> <i>></i> |
| Science 800 | -- | 0% | <i>i</i> <i>></i> |

Courses

| Title | Score | Progress | Start Date |
|---------------------------------|-------|----------|------------|
| 1. ORIGIN OF THE EARTH | 100% | 6% | 07/14/2014 |
| 2. HISTORY OF THE EARTH | -- | 0% | |
| 3. DYNAMIC STRUCTURE OF EARTH | -- | 0% | |
| 4. FORCES AND FEATURES OF EARTH | -- | 0% | |
| 5. FEATURES OF EARTH'S CRUST | -- | 0% | |
| 6. SEMESTER REVIEW AND EXAM | -- | 0% | |
| 7. SHAPING EARTH'S CRUST | -- | 0% | |

Units for Selected Course

| Due | Title | Score | Status | Info |
|------------|----------------------------------|-------|-------------|-------------------|
| | 1. Course Overview | N/A | Assigned | <i>i</i> <i>+</i> |
| 09/02/2014 | 2. Introduction to Earth Science | 100% | Graded | <i>i</i> <i>+</i> |
| 09/03/2014 | 3. Project: Research a Career | -- | Assigned | <i>i</i> <i>+</i> |
| 09/04/2014 | 4. Competing Perspectives | -- | Assigned | <i>i</i> <i>+</i> |
| 09/05/2014 | 5. Science Weighs In | -- | Not Started | <i>i</i> |
| 09/08/2014 | 6. Project: Doppler Effect | -- | Assigned | <i>i</i> <i>+</i> |
| 09/09/2014 | 7. Quiz 1 | -- | Not Started | <i>i</i> |
| 09/10/2014 | 8. A Sequence Of Events | -- | Not Started | <i>i</i> |
| 09/11/2014 | 9. Planetary Motion | -- | Not Started | <i>i</i> |
| 09/12/2014 | 10. Ability To Orbit | -- | Not Started | <i>i</i> |

Unit's Assignments

Completing an Assignment:

Under the **ASSIGNMENTS** tab: Click on the first assignment in the row. *Note: Projects can be completed during the entire course, to allow enough time for project completion. Check with your teacher on projects and which ones you will complete and which can be omitted.* The assignment will open after you click it.



Earth Science – Unit 1: Origin of the Earth INTRODUCTION TO EARTH SCIENCE

Many people would love to believe there are aliens out there somewhere in space. Some even believe they could be watching us, studying our earth. If those people are right, what would those aliens be studying? What is it about Earth that is so fascinating? Could it be that Earth is billions of years old? Or, could it be that it is the only planet in our solar system, or any known solar system, that hosts life? It could be anything.

As we investigate the earth, we'll find that these studies are divided into four main categories, all of which have an interesting story of their own: astronomy, geology, meteorology and oceanography. We're going to look at each of these disciplines starting at the core of the earth and moving outwards into the universe. Maybe we'll find out what those prospective aliens find so interesting about our diverse, ever-changing little planet.



Read through the assignment, noting the objectives for the day, which is what you will learn about. Read the vocabulary words found in the lesson. Choose games to play by clicking on the title: **Vocabulocity**, **Flash Cards**, or **Spelling Bee** to help you with learning and remembering the vocabulary words.

Vocabulary Example:

| | | |
|---|----------------------|--|
| 🔊 | astronomer | a scientist who studies various stars, galaxies, and planets of the universe |
| 🔊 | astronomy | the study of the universe beyond the earth |
| 🔊 | geologist | a scientist who studies topics related to the structure and composition of the earth |
| 🔊 | geology | the study of the structure of the earth, and the physical forces that continuously impact the structure of the earth itself |
| 🔊 | hydrosphere | the portion of the earth covered by water |
| 🔊 | meteorologist | a scientist who studies the changes in atmospheric conditions that produce different weather and climate patterns |
| 🔊 | meteorology | the study of the earth's atmosphere and the processes that produce weather and climate conditions |
| 🔊 | oceanographer | a scientist who studies the oceans of the earth using the scientific disciplines of biology, chemistry, physics, and geology |
| 🔊 | oceanography | the study of the earth's oceans |



- Vocabulocity
- Flash Cards
- Spelling Bee

Vocabulary Games



As you read through your assignment, there may be videos, photos, interactive games or activities, that you should watch or complete.

GENERAL INFORMATION

Interactive Game Example:

Let's Practice!

Puzzle Matching Test

Match the description to the expert that would study it.

Click Here to Begin

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Tools:

There are also tools you can use throughout the lesson to help you, located on the right.

Click this button to PRINT the lesson.

Click this button to view reference of text.

Click this button to translate text.

Click this button to have text Read Aloud to you.

At the end of the assignment, there is a Let's Review, summarizing the main idea of the lesson and what you have learned. To finish the assignment, click on the **'Work On Questions'** button.

LET'S REVIEW!

- There are four disciplines in earth science: geology, astronomy, oceanography, and meteorology.
- Geology is the study of the physical features of the earth. Geologists are the scientists who study geology.
- Astronomy is the study of planets, space, galaxies, and stars. Astronomers are the scientists who study astronomy.
- Oceanography is the study of the world's oceans. Oceanographers are the scientists who study oceanography.
- Meteorology is the study of the earth's atmosphere and weather. Meteorologists are the scientists who study meteorology.

What would you like to do next?

WORK ON QUESTIONS

Questions:

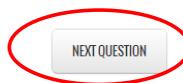
The amount of questions for each assignment varies. The type of questions are mainly multiple choice, however, there are some matching, short answer, fill in the blank, and essay. The type of questions vary based on the assignment and course you are taking.

Answer each question. Before moving on to the next question, be sure to click the button 'Next Question'. You may click on the number for each question at the top of your screen, however, you will need to click Next Question, to ensure you have answered each one. Click on **Turn It In** when finished.



When interviewed, Mr. Harrison was discussing barometric pressure and the low-pressure system moving in that may cause a change in precipitation and wind gusts. Mr. Harrison is most likely _____.

- an oceanographer
- an astronomer
- a meteorologist
- a geologist



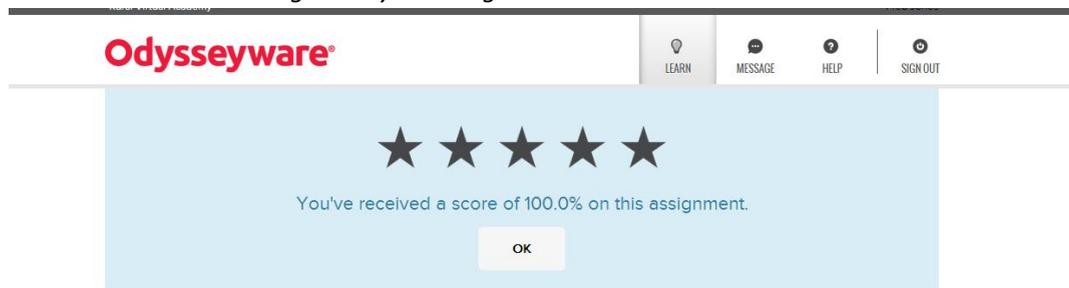
ASK FOR HELP



***You may ask for help for a question, by clicking on ASK FOR HELP and typing a message for your teacher.**

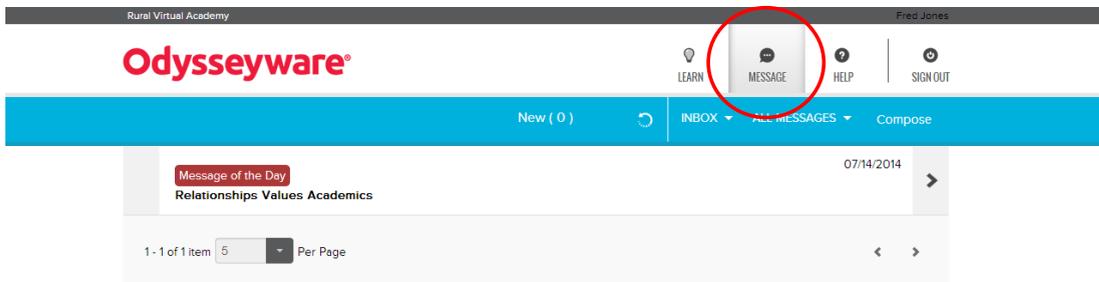
After Submitting the Assignment, you will receive immediate feedback. **70% accuracy or higher is needed in order to move on.** If you did not receive 70% accuracy or higher, you will be prompted to go back and try the lesson again. **You have 3 attempts.** Contact your teacher for assistance or to change percent accuracies.

***Note: if the assignment required the teacher to grade a short answer question, fill in the blank, or essay, your score will not be given until your teacher grades the assignment. You can continue to work on either a project in that course that is assigned, or another course assigned to you. You will not be able to move on to another assignment until the teacher has graded your assignment.**



Messaging:

You can send a message to your teacher and also view your teacher's messages to you, by click on the message button at the top of your screen.



Help:

If you need assistance, you can click on the Help button at the top, to find a quick answer to frequently asked questions.



| |
|-------------------|
| The Help Page |
| The Learn Page |
| The Messages Page |
| In An Assignment |
| App Info |

The Help Page

Do I have to see this awesome video every time I log in?

- As cool as it is, I know you probably want to get to your assignments. You can uncheck the **"Always show after sign in"** box and you will go directly to Assignments starting with your next log in.

How do I see the FAQ page?

- You're so sneaky! If you're already reading this...

What is App Info for?

- Don't worry too much about that information. You'll only need that if you call Tech Support with a problem.

Odysseyware Course Completion Pacing Guide

Semester Long Courses

Please refer to this calendar to check if you are on pace with your Odysseyware courses. Dates listed below correspond to each Progress Check. When completing a Progress Check, your teacher will be looking to see if you are near or at this course percentage complete in your Odysseyware courses.

Semester 1

| Progress Check Date | Percent of Course Complete |
|---|-------------------------------|
| September 3 (first day of school / Semester 1 begins) | 0% complete - start course |
| September 23 | 17% complete |
| October 14 | 39% complete |
| November 4 | 52% complete |
| December 2 | 71% complete |
| January 2 | 89% complete |
| January 16 (Semester 1 ends) | 100% complete - finish course |

Semester 2

| Progress Check Date | Percent of Course Complete |
|---|-------------------------------|
| January 20 (Semester 2 begins) | 0% complete - start course |
| February 10 | 17% complete |
| March 2 | 33% complete |
| March 23 | 50% complete |
| April 13 | 65% complete |
| May 4 | 81% complete |
| May 29 (Semester 2 ends / last day of school) | 100% complete - finish course |

It is recommended that you follow your due dates set in your course for each assignment. By doing so, you will be able to complete your course by the end of the semester. The calendar in Odysseyware does include days off of school.

**If completing a course in Credit Recovery Mode (CRx), your course completion rates and due dates may not follow the schedule above. Check with your teacher in regard to your pacing.*

Odysseyware Course Completion Pacing Guide

Year Long Courses

For the 2018-2019 school year, please refer to this calendar to check if you are on pace with your Odysseyware courses. Dates listed below give you a general idea of how much of your course you should have completed.

| Date | Percent of Course Complete |
|-----------------------------------|------------------------------------|
| September 3 (first day of school) | 0% complete – start your course |
| September 23 | 8% complete |
| October 14 | 17% complete |
| November 4 | 25% complete |
| December 2 | 34% complete |
| January 2 | 43% complete |
| January 20 | 50% complete |
| February 10 | 57% complete |
| March 2 | 66% complete |
| March 23 | 74% complete |
| April 13 | 82% complete |
| May 4 | 90% complete |
| May 29 (last day of school) | 100% complete – finish your course |

It is recommended that you follow your due dates set in your course for each assignment. By doing so, you will be able to complete your course by the end of the year. The calendar in Odysseyware does include days off of school.

**If completing a course in Credit Recovery Mode (CRx), your course completion rates and due dates may not follow the schedule above. Check with your teacher in regard to your pacing.*

Thursday / /

Friday / /

Saturday / /

Sunday / /

Noteworthy

Unfinished Tasks

february 2020

| 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 |

march 2020

| 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 | | | | | |

april 2020

| 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 | |

may 2020

| 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 | | | | | |

june 2020

| 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 | | | | | | |

july 2020

| 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 | | | | | |

Your Contacts at the RVA

| | | |
|-------------------|---|--|
| Charlie Heckel | Administrator | charles.heckel@ruralvirtual.org |
| Sara Holewinski | Principal | sara.holewinski@ruralvirtual.org |
| Angie Juedes | Elementary Secretary | angie.juedes@ruralvirtual.org |
| Sandy Pope | Middle School Secretary | sandy.pope@ruralvirtual.org |
| Ember Roberts | High School Secretary | ember.roberts@ruralvirtual.org |
| Susie Doberstein | SPED and Pupil Services Secretary | susie.doberstein@ruralvirtual.org |
| Jen Harris | Enrollment Coordinator & Admin. Assistant | jen.harris@ruralvirtual.org |
| Kathy Alexander | Director of Pupil Services | kathy.alexander@ruralvirtual.org |
| Taryn Reardon | High School Counselor | taryn.reardon@ruralvirtual.org |
| Katie Hugo | High School Counselor | katie.hugo@ruralvirtual.org |
| Sam Penry | Director of Special Education | sam.penry@ruralvirtual.org |
| Dawn Meissner | School Psychologist | dawn.meissner@ruralvirtual.org |
| Alli Ranum | Director of Blended Learning | alli.ranum@ruralvirtual.org |
| Josh Duwe | Director of Activities | josh.duwe@ruralvirtual.org |
| Athena Podolak | Director of Marketing | athena.podolak@ruralvirtual.org |
| Nikki Clements | Accountant | nikki.clements@ruralvirtual.org |
| Greg Krause | Governance Board President | krausegp@pctcnet.net |
| Charlone Nikolaus | Parent Advisory Council | nikolaus@ruralvirtual.org |
| Jessica Sherfield | Technical Support & Admin. Assistant | jessica.sherfield@ruralvirtual.org |



624 College Street, Room 104
Medford, WI 54451

888-801-2666

www.RuralVirtual.org

