



Student Handbook

1319 W. 12th St.
Russellville, AR 72801
479-219-5355

Bryan Swymn
Digital Learning Supervisor

Russellville School District will educate, equip, and empower all students to be productive, contributing members of their school, their community, and their world, by preparing students to be college and career ready.

This document speaks only to rules or policies that may apply directly to virtual learning. For anything not expressly written in this document, students will adhere to all of the RSD student handbook policies for secondary or elementary.

- [Secondary Handbook \(Grades 5-12\)](#)
- [Elementary Handbook \(Grades K-4\)](#)

What is Digital Learning?

- Digital learning gives students the flexibility to do school work from a location other than a traditional school building. Mostly this is done from home, but it doesn't have to be.
- Students have the flexibility to work at a faster and sometimes slower pace than what is allowed in a traditional school setting.
- Students are given a Chromebook or a laptop and will do their work from the virtual platform.
- Students will have teachers to grade their work and conduct weekly virtual meetings to teach the students and help them with their work.

Digital Learning Platform

- Buzz is used for the majority of the courses.
- Google Classroom may be used for GT students.
- Canvas may be used for students taking courses from Virtual Arkansas. These are specialized courses we may not be able to offer through our RCVA teachers.

Courses Offered

- Students in grades Kindergarten through 8th grade will take the same courses as they would if they were attending on-site instruction.
- Courses offered in grades 9-12th
 - We will have a course catalog for courses offered by RCVA teachers
 - We will have a course catalog for courses offered by Virtual Arkansas. Students taking Virtual Arkansas courses will still have an RCVA teacher as the facilitator to touch base with but VA will provide the actual teacher.

Instruction

- Teachers will use virtual meetings, such as Google Meet, to conduct weekly instruction. These meetings are optional unless a student is failing a course and the meetings will become mandatory.
- The rest of the instruction comes from the curriculum built into the learning management system.

Learning Coach

Students must have a learning coach available as follows:

- Grades K-5, 20-40 hours average per week; learning coach should be teaching alongside the student.
- Grades 6-12, 20-40 hours per week; learning coach should be available for support.
- The learning coach must check grades every week.
- Students must keep up with the pace of the weekly assignments as given by the teachers in order to finish the courses in the necessary amount of time for each semester.

GPA/Grades Requirements

To enter the program or re-enter from the year before:

- K-2- The student must be on grade level in math and English from the previous grade.
- 3-5- The student must have passed all courses from the previous grade.
- 6-8- The student must have passed all courses from the previous grade.
- 9-12- In addition to passing all courses from the previous grade, the student must have a 2.0 GPA. If the student has a 1.5-1.99, they will be placed on academic probation for one semester to have the opportunity to improve their GPA to a 2.0. If the student does not improve their GPA to a 2.0 after one semester they will be dropped from the program.

To stay in the program in the same school year:

- Grades will be checked approximately every 4.5 weeks progress reporting period. If a student does not meet the following criteria, they will need to report back to their original RSD school building. Elementary students who go back to on-site instruction will be able to go back to their original building as long as there is a spot available. If not, the student will be enrolled in another

elementary school that has a spot available. If a student is not passing all courses by the end of the school year, they will not be able to continue in RCVA the next school year.

- K-4: Must be passing math and English
- 5-8: Must be passing math and English
 - If a student does not have math and or English, Science and or Social Studies will count in place of the course they do not have
- 9-12: Must be passing 50% of their courses.
- If a student drops below 60% in any RCVA class a mandatory conversation will take place to come up with an “action plan” for that class. The student and learning coach must participate in the action plan in order to continue in RCVA.

District Mandated Testing

- Students must participate in all district mandated testing some of which are required to take on campus.
- If a student does not show up for these assessments, they will not be allowed to participate in RCVA the following school year.

Attendance

- The student must be in good standing with the truancy policy from the school they are coming from.
- If a student does not log into the virtual learning platform for 10 consecutive school days, they will be dropped from the program and will need to report back to their original RSD school building.
- Students are required to complete and submit anywhere from 1-5 lessons (depending on the subject matter) in a subject per week. This will take an estimate of 4-8 hours per day to achieve. Any student meeting this requirement is present for the week. Buzz provides a report that we review weekly to check student activity and time in the system for attendance.
- If a student has not logged in for a total of 10 days, is not meeting the weekly time requirement, and is failing 50% of their courses, the parent will receive a communication from the school stating they are in danger of violating our attendance policy.
- If a student has not logged in for a total of 20 days, is not meeting the weekly time requirement, and is failing 50% of their courses, the parent will receive a communication from the Pope County Juvenile Parole Office and court action could result if the situation is not remedied.

Enrollment Commitment

- Enrollment in RCVA is a one semester commitment. At the end of the one semester, a student can transition back to an RSD building but they will not be able to enroll in RCVA again in the same school year. Elementary students who go back to on-site instruction will be able to go back to their original building as long as there is a spot available. If not, the student will be enrolled in another RSD elementary school that has a spot available.

Required Virtual Academic Meetings

- If a student falls below a 60% in a course they will be required to participate in virtual meetings with the instructor to help improve their grade.
- If a student is in need of response to intervention (RTI), they will be required to attend virtual academic meetings unless a parent signs the waiver stating they do not want RTI services.

Technology

- Parents and students will be trained on the technology needed when enrolled in RCVA. Having that been said, parents and students must possess the technology skills needed to use and troubleshoot when they are away from RCVA. We do have a technician on-site to help with troubleshooting.
- If a student violates the technology student use agreement they will be subject to loss of student use which would lead to disqualification of RCVA.

- If a student breaks or loses any of the equipment they are provided and doesn't pay for it to be fixed or replaced, they will not be eligible for RCVA the next school year.
 - Technology Price List
 - iPad \$300
 - iPad case \$30
 - iPad charger and block \$25
 - Chromebook \$225
 - Chromebook charger \$20
 - Windows Laptop \$475
 - Windows Charger \$35
 - Headset \$8
 - USB Mouse \$5

Communication

- The parent must be able to communicate with RCVA using email, phone, and virtual conferences. If a parent does not have the ability to communicate regularly with RCVA through these means, the student will not be eligible for the program.

Grading

- Grades assigned to students will reflect performance in a subject area and account for the extent to which a student has achieved the expressed academic objectives in that course.
- The following grading scale will be used in grades 3-12:
 - A - 90-100
 - B - 80-89
 - C - 70-79
 - D - 60-69
 - F - 59 or below
- Grades 3-5
 - PE, Music, Art
 - S – Satisfactory
 - N – Non-satisfactory
- In grades K-2 the following grading system will be used:
 - 4 - Advanced (Consistently works well above grade level expectations)
 - 3 - Proficient (Consistently meets grade level expectations)
 - 2 - Basic (Work is approaching grade level but still working below expectations)
 - 1 - Below Basic (Work is consistently below grade level expectations)
 - Behavior, Work Habits, PE, Music, Library, Art S – Satisfactory
 - N – Needs improvement

Discipline

- All virtual students will follow the same behavior expectations as onsite learners as spelled out in the elementary and secondary handbooks that are linked at the top of this document
- All students will be expected to display appropriate behavior during Google meet sessions including language use, student dress, and anything else covered in the RSD Elementary or Secondary school handbooks

Academic Dishonesty

- Situations of academic dishonesty vary in seriousness and circumstance; therefore, there are levels of offenses. When a student copies from another student's work, both parties will receive consequences deemed by the building administrator. School administrators will be notified for documentation and possible disciplinary action.

Books

- Any books that are provided by the school that are lost or damaged will have to be replaced by the student at a price determined by the replacement cost.

Non-Discrimination Policy

- The Russellville School District is committed to implementing and monitoring all Civil Rights Acts and Regulations. We do not discriminate against any individual based upon that individual's veteran status, race, color, religion, national origin, sex, sexual orientation, gender identity, age, or disability.

Extracurricular Activities

- All Cyclone Virtual Academy students can participate in athletics and extracurricular activities
- Students are required to attend extracurricular classes in person
- Parents will be responsible for transporting students to and from these activities during the student schedule time
- Students will have access to the library at the on-site school where they are enrolled at. The librarian can specify times and days for virtual students to come to the library.
- Students can participate in book fairs, yearbook pictures, graduations, and other activities such as these

Visitors

- Visitors to the school must show photo ID in order to discuss educational information about a student.

Special Services

- ESL, Special Education, 504, Gifted and Talented, Dyslexia, speech, and OT/PT students are provided the same level of educational support in the digital environment as those who are in-person. Accommodations, modifications, and other supports are reviewed upon entry into RCVA to ensure any changes that need to be made to meet their new environment.

Parent Expectations

- Parent/guardian must attend orientation.
- Learning coach must attend orientation if this is not the parent/guardian.
- Review weekly grades with your student.
- Communicate with your student's teachers if help is needed.
- Provide a learning environment at home that is conducive to learning.

Application Process

- Enrollment is available for students in the Russellville School District and anyone who uses the School Choice Process to become a part of the Russellville School District.
 - [School Choice Application link](#) (only if you live outside of RSD)
- Students must apply to attend RCVA. It is not guaranteed that a student will get in the program. They must meet the requirements listed in this document and we must have a spot available. In district students will get priority if we run out of spots.
- [RCVA Enrollment Application Link](#)