



Student Handbook

1000 S. Arkansas
Russellville, AR 72801
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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 addresses only 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.

- <https://drive.google.com/drive/folders/1LJjthQtRElJH-p7Akz8KU5NADLc0yjaV?usp=sharing>

Application Process

- [RCVA Enrollment Application Link](#)
- 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.
- Students and parents must attend orientation and sign the agreement form.
- The orientation will take place on Mondays and Wednesdays at 3:00 and between 9-11 and 12-2 on Fridays.
- There will be a follow up Google Meet the day after training has been completed to go over the training and make sure students know what lessons to start on.
- Students 5th-12th grade must fill out a course selection form.
- Applications will not be accepted April - May.

What is Digital Learning?

- Digital learning gives students the flexibility to do school work from a location other than a traditional school building.
- Students have the flexibility to work at a faster 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 Russellville School District teachers who work for RCVA. There are a few courses that will be taught by Virtual Arkansas.

Digital Learning Platform

- Buzz is used for the majority of the courses.
- Google Classroom may be used for GT students in K-4.
- Canvas may be used for 9-12th grade students taking courses from Virtual Arkansas. These are specialized courses we may not be able to offer through our RCVA teachers. Students taking Virtual Arkansas (VA) courses will still have an RCVA teacher as the facilitator with VA providing the instruction.

Courses Offered

- Students in grades Kindergarten through 7th grade will take the same courses as they would if they were attending on-site instruction.
- Most courses are asynchronous, meaning the student will only meet with the teacher if they need help.
- Courses offered in grades 8-12th
 - We will have a course catalog for courses offered by RCVA teachers.
 - We will have a course catalog for courses offered by Virtual Arkansas teachers.

Instruction

- Teachers will use virtual meetings, such as Google Meet, to provide individualized tutoring.
- Students will receive their instruction by reading course material, watching videos to explain concepts or for extended understanding. A variety of assignments and practice opportunities are available to gauge their understanding of the material.

Learning Coach

Parents must designate someone to be the learning coach and they must be available as follows:

- Grades K-12, 20-40 hours average per week. The learning coach should be monitoring the student's activities, daily progress, and grades. The learning coach should also make sure that the student is requesting help when they need it in a timely manner.
- **The learning coach must check grades every week.** Grades will be updated regularly.
- 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. This is typically 5 lessons per week in each course. Some electives in elementary school are less.

Parent Expectations

- **Parent/Guardian must attend orientation. Orientation must take place before the student can start in the program.**
- The Learning Coach must attend Buzz training if this is not the parent/guardian.
- **Review weekly grades with your student.** All grades and materials are accessible through the student's Buzz portal.
- Communicate with your student's teachers if help is needed.
- Provide a learning environment at home that is conducive to learning.
- It is important that students show learning independently so the data accurately reflects a student's growth and development. Please do not do the student's work for them or help them on any assessments. If you need help with how to support your student, please communicate with the teacher, and they can help you.

RCVA Homeroom Teachers

- Each student will have a homeroom teacher. This teacher will support the student by monitoring student progress, attendance, engagement, and making recommendations for student intervention when necessary.

GPA/Grades Requirements

To maintain enrollment, each student must meet the following grades/gpa requirements every quarter marking period:

- K-8- Must pass all courses.
 - If a student is not passing all courses at the end of each 9 weeks grading period (including the state required minutes for electives in elementary), they will need to report back to their original RSD school building for all classes. 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.
- 9-12- Students may only have one failing grade and must maintain a 2.0 GPA.
 - If a student does not meet the requirements at each 9 weeks period, they will report back to RHS/RJHS for all classes.
 - If the student has a 1.5-1.99 (but is passing all courses), 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 enrolled at an onsite campus.

- Grades will be checked weekly and progress reports will be sent home through email approximately every 4.5 weeks. 9 Weeks report cards will be mailed home.
- 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. This action plan could include: attending weekly Google Meets, attending RTI Google Meets, checking in with homeroom teacher, parent and student meetings with the Digital Learning Supervisor, and a return to onsite instruction.

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.
- Daily attendance in class will be expected. Attendance will be based upon lesson completion.
- If a student can not attend daily, it will be the expectation of the program that the parent communicates this to RCVA or a teacher of record.
- 10 consecutive days of zero communication and not completing exit tickets will lead to the student being dropped from the program. If the student is dropped, they must return back to in person learning at their home school. (Elementary space must be available)

Enrollment Commitment

- Enrollment in RCVA is a nine-week commitment. At the end of the one semester, a student can transition back to an RSD building. If a student goes back to onsite learning at any point in the school year, they will not be able to enroll in RCVA again until the next 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.
- Each student will have a one week trial period. During this time the student will have to demonstrate that they can meet the requirements and expectations of RCVA. (training course completion and all work)
- **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.

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.

Academic Exemptions

- If a parent/student asks to be exempt from work for extenuating circumstances, it will only apply to the assignments that are expected to be completed on that day. For example: The math teacher may assign lessons 100-105 for a particular week. If a student becomes exempt on Friday, the student would only be exempt from lesson 105. We expect students to work on assignments every day, Monday-Friday.
- Secondary students will not have a separate semester exam score due to the fact that the mastery exams are built into the courses.

Academic Dishonesty

- Situations of academic dishonesty vary in seriousness and circumstance; therefore, there are levels of offenses. This can include a family member doing a student's work or coaching them through an assessment, a student copying from another student, a student copying and pasting from internet sources without proper citations, or other types of academic dishonesty. When a student copies from another student's work, both parties will receive consequences deemed appropriate by the building administrator. School administrators will be notified for documentation and possible disciplinary action.

Extracurricular Activities and Courses

- Cyclone Virtual Academy students may participate in athletics, fine arts, and extracurricular activities.
- Students must meet the requirements to participate in these activities as stated in the handbook of each activity.
- 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 schools. The librarians will specify times and days for virtual students to come to the library.
- Students may participate in book fairs, yearbook pictures, graduations, prom, dances, athletic events, and other activities such as these.
- Students may participate in courses at the onsite schools that are not offered at RCVA but must provide their own transportation.

9th-12th Course Load Exception for RJHS or RHS Students

- This would allow an RJHS or RHS student to take 7 courses at their building and up to 2 courses at RCVA.
- If a student wants to take more than 7 courses they must meet the following requirements:
 - Maintain a 3.0 GPA or higher.
 - Must not have below a C in any course.
 - 9 will be the max number of courses a student can take without special permission from the Digital Learning Supervisor.
 - The RCVA courses will only be available if enrollment is not at capacity.
 - This will only apply to students wanting to take courses above the normal course load or if there is a conflict of course offerings at the building.
 - Each request must be approved by the Building Principal and the Digital Learning Supervisor
 - Student must follow RCVA handbook and RJHS/RHS handbook

Technology

- Parents and students will be trained on the technology needed when enrolled in RCVA. 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 intentionally breaks or loses any of the equipment they are provided and doesn't not pay for it to be fixed or replaced, they will not be eligible for RCVA the next school year.
 - Technology Price List
 - Windows Laptop \$475
 - Windows Charger \$35

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

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. Some services may require onsite meetings if virtual is not possible or feasible.
- Progress toward the IEP will be considered as a factor in the student returning to in person instruction. A conference may be held if lack of progress is shown on quarterlies to discuss this lack of progress and whether virtual instruction is appropriate for the student to meet their needs.

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.
- All K-12 grades are based on total points earned.
- Grades will be updated weekly.
- 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
 - P – Passing
 - U – 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

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.

Supervisor Discretion

- The Digital Learning Supervisor may make an exception to the handbook for unusual and extenuating

circumstances or for situations not specifically covered.