



River Forest Virtual Elementary School



*Where Panthers & Vikings are Forged
Into Ingots*



Online Learning Classes for Remote-Only Students

Virtual Learning for Grades K-5
Henry S Evans & John I Meister Elementary Teachers
Google Classroom & Online Interactions with Teachers and Peers
Core Content Area with Limited Electives

RF Virtual Elementary School will serve local families who need a remote learning experience for their students (Grades K-5) for the 2021-2022 school year. Enrollment in this program is for a minimum of 18 weeks- one semester.

Families interested in **RF Virtual Elementary School** must complete an application for each student. Applications can be found at: www.rfcsc.k12.in.us

RF Virtual Elementary School enrollment for the 2021-2022 school year will be limited and will be contingent on number of students interested. Selection will be based on a completed application, a review of the student's academic standing, attendance, conduct history, and, most importantly, the family's commitment to support the student's academic progression of grade level standards and engagement with virtual learning.

Submitting an application does not guarantee that your student will be accepted into RF Virtual Elementary School.

Applicant families will be required to sign off on reading and agreeing to the RF Elementary handbook and the following responsibility standards:

- I will monitor my student's academic progress and keep in close communication with teacher(s).
- I commit my student to be placed in RF Virtual Elementary School for a minimum of **one semester**.
- I will provide my student transportation to and from school for required in-person testing/activities including: NWEA (beginning, middle, and end of year all grades), IREAD (Grade 3 only), ILEARN (Grades 3-5 only), vision & hearing screenings (Grades 1 & 4), Dyslexia screening (Grades K-2 only)
- I will provide access to reliable WIFI daily during school hours for my student.
- I will provide a secure and safe study environment for my student to engage in online instruction.
- My student will be in attendance for the required live remote instruction as deemed necessary by the instructor and/or school.

Families interested in **RF Virtual Elementary School** (grades K-5) for the 2021-2022 school year must complete an application for each student. Please go to www.rfcsc.k12.in.us for an application. Applications are due by **Monday, May 10, 2021**. Applicants will be notified of program enrollment decisions by Monday, May 24, 2021

Should you have questions about the program requirements or application, please contact Central Office at (219) 962-2909.

RF Virtual Elementary School Roles and Responsibilities

Students in grades K-5 in **RF Virtual Elementary School** will receive instruction from certified Meister and Evans teachers, five days per week, via internet-based video conferencing technology (Google Meet, Go Guardian), the Google Classroom learning platform, and through research-based, standards-aligned online curriculum.

Students will receive instruction in all core content areas (Math, Language Arts, Science, and Social Studies) and in a choice of foundational electives (Coding, STEM, fine arts, Spanish, ecology, engineering).

Students will have live interaction with Meister and Evans teachers and peers daily.

STAFF: Evans and Meister teachers will work closely with students and families to ensure alignment of academic curriculum and progress. Students will, if needed, have access to Title I & RTI services, EL services, special education services, social/emotional support, and extra-curricular activities such as Math Bowl, Spell Bowl, and other activities that can be socially distanced according to the current recommendations of the Centers for Disease Control and/or Lake County Health Department.

PARENTS: Parents and guardians are required to work very closely with the River Forest Community School Corporation in order to prioritize their student's education. It is essential that:

- families have access to reliable WIFI and technology capabilities every school day;
- families provide a secure and safe study environment for their student to engage in online instruction;
- students are in attendance for required live remote Google Meets or Go Guardian calls for instruction;
- families keep in close communication with teachers about academic progress;
- families commit students to be placed in the **RF Virtual Elementary School** for a minimum of one semester.

Parents/guardians of students in grades K-5 will be required to be a partner helping the teacher to keep their student in **attendance, on task, and engaged** in lessons.

STUDENTS: Students will be responsible to abide by the RF Elementary Student Handbook and with **RF Virtual Elementary School** distance learning policies. It is essential that:

- students have access to reliable WIFI and technology capabilities every school day;
- students follow their online teacher's lesson planning and calendar, and that they log in during traditional school hours as assigned;
- students keep in close communication with teachers;
- students follow the teacher's virtual classroom rules.

Success in the **RF Virtual Elementary School** program relies heavily on the fact that students take accountability and ownership of their education, regardless of their grade level.

RF Virtual Elementary School Distance Learning Policies

Attendance: Students are required to work consistently and to follow the lesson plans provided. Regular attendance and regular communication with teachers and staff is required. Students are expected to respond within 24 hours to any emails they receive. According to the Indiana Department of Education’s Guidance on School Responsibilities for Adhering to Instructional Time and Student Attendance Requirements,

“Any individual who is at least seven (7) years of age and less than eighteen (18) years of age is bound by compulsory attendance requirements until the individual either graduates, becomes eighteen (18) years of age, or becomes at least sixteen (16) years of age and meets the requirements to withdraw from school before graduation. “Attend” means to be physically present and enrolled in a school or another location where the school’s educational program is being conducted during regular school hours on a day in which the educational programming is being offered. Any student who is enrolled at a public or nonpublic school and accumulates at least ten (10) unexcused absences during a school year is considered habitually truant. Any student who accumulates at least ten (10) absences, excused or unexcused, during a school year is considered chronically absent.”

Required Student Hours: Attendance is logged Monday through Friday, and students will be expected to attend school daily. Just like in-person instruction, however, academic progress (homework) can be worked on during the weekends as well.

Elementary students (gr. K-5) in the **RF Virtual Elementary School** will follow a structured schedule that follows a routine of a regular school day. The focus is on the high-priority standards needed in the following content areas: Reading, Writing, Math. Elementary families should expect scheduled live Google Meets or Go Guardian calls throughout each day to help mimic block schedules in a traditional classroom.

The Indiana Department of Education’s Guidance on School Responsibilities for Adhering to Instructional Time and Student Attendance Requirements Introduction will be followed “at least five (5) hours of instruction must be provided daily for students in grades 1 through 6.

When considering instructional time requirements for content delivered through the off-site context, it is important to extract and focus on the time during which students are academically engaged. For example, a five (5) hour instructional day where content is delivered on-site consists of both academically engaged time as well as non-academically engaged time, such as passing time. As such, a day of off-site, virtual instruction may consist of less than five (5) hours, but correspond to the amount of academically engaged time provided in a non-remote, in person instructional day.

Grades K–2: Estimate approximately 3-4 hours of effective school work 5 days per week

Grades 3–4: Estimate approximately 3-4 hours of effective school work 5 days per week

Grades 5–6: Estimate approximately 4-5 hours of effective school work 5 days per week

PLEASE NOTE: A **RF Virtual Elementary School** student who does not maintain regular attendance as outlined above may be withdrawn from the virtual program and required to return to in-person learning at the discretion of the school. Additionally, if a student is failing in the **RF Virtual**

Elementary School with repeated intervention to improve without results, the administration will have to return the student to in-person learning. A student who is removed from the **RF Virtual Elementary School** program will not be able to apply to return to the program for the remainder of the school year.

Technology Policies: Regular RFCSC Student Technology Acceptable Use and Safety Policy will be followed. **RF Virtual Elementary School** students will be assigned a RFCSC Chromebook to use.

Student dress: Dress codes of each student's home school will be followed when students are logged in for live instruction.

Online Learning Environment: Students are asked to dedicate a space in their homes for online learning. Please avoid having signs or graffiti in the background of the student's workspace, as to avoid live instruction interruption. Environments will be treated as if the parents or student is in the school they would normally attend. RFCSC reserves the right to remove anyone from the **RF Virtual Elementary School** program whose behavior impedes the online learning environment.

Student Behavior: Students will be held to the same school building code of conduct. An **RF Virtual Elementary School** student who does not abide by school behavior guidelines may be withdrawn from the program and required to return to in-person learning at the discretion of the school. A student who is removed from the program will not be able to apply to return to the program for the rest of the school year.

Course Content: All course content will be aligned to the Indiana State Standards for the grade level. Grading periods will be identical to traditional RF elementary classrooms.

Requirements for Testing: All full-time and part-time students will be required to take all mandatory state and local testing in compliance with state law/code. Students will take tests in person at their home school building. All data from the students' testing will be included in the data with their assigned school. Full-time students must comply with the RFCSC Student Testing guidelines listed in the code of conduct. Testing calendars for grade levels will be communicated as they become available.

Extra-curricular Considerations: Extra-curricular participation is permitted. All rules and regulations must be followed as if the student was physically present in the original home school.

Withdrawal Policy: Students will be required to stay in the program for at least 18-weeks (semester). Students who would like to change learning options at the semester will be allowed to do so after submitting a request form to the office of the student's home school.