

# Rochester Virtual Handbook

## (Grades 6-12)



### Goals and Objectives

- To provide an alternative to the face-to-face setting for students who will be successful in an independent learning environment.
- To provide an option for home-schooled families to get state aligned content at no cost to them.

### Definition of Virtual Learning

Virtual learning is an instructional delivery model in which instruction is done at home by certified online teachers and/or programs in conjunction with parents/guardians. It requires special techniques of course design, differentiated instructional techniques, unique methods of communication by electronic means and other technology, as well as organizational and administrative guidance.

### Enrollment

Rochester Virtual School is open to any student residing in the School District of Rochester or any student who has been open-enrolled outside of the district and in good academic standing.

- Consideration of enrollment in Rochester Virtual, after the close of the registration window, will be considered on a case-by-case basis.
- Before enrolling, families should understand that they will be expected to:
  - Attend and complete work for all courses as agreed upon for the semester.  
*(once enrolled, you cannot choose to withdraw to in person until the semester ends)*
  - Maintain a positive learning environment.
  - Communicate regularly.
  - Take ownership of their learning.
  - Keep a passing grade in all subjects.

### Skills for prospective students:

- Time management and self-pacing.

- Ability and willingness to learn independently.
- Self-reflection to understand progress reports.
- Effective communication skills.
- Self-advocacy to reach out if there are questions, issues, or struggles.
- Ability to recognize useful learning strategies that support success.
- Self-motivation to remain on track and engaged without constant teacher guidance.
- Grade level reading, writing, and comprehension skills to follow directions and create new information.
- Grade level content knowledge in math, science, and social studies.
- Basic technical skills for system and web navigation.
- Recognize the difference between falling behind due to a lack of effort and a lack of understanding.
- Celebrate accomplishments and be proud of their work.

### **Virtual Learning Coordinator (VLC)**

The Virtual Learning Coordinator is a district employee who will serve as a connection between the school and student, helping with planning, scheduling and communication, and providing technology support. The VLC partners with the E2020 virtual content and families to engage students, use data to monitor progress, and more. Families should plan to reach out to the VLC with any questions.

### **Student Commitment**

Parent(s)/guardian(s) of students intending to enroll in virtual classes must make a commitment for their child to complete the courses. A student not demonstrating commitment evidenced by failing or dropping courses will be refused access to virtual courses the following quarter.

Students can expect to spend just as many hours completing an online course as they would spend completing a course in a traditional setting. Minimally, students should plan to spend 45 minutes per school day on each semester-long course. The status of the student will be periodically evaluated by the VLC based upon individual performance, learning needs, and available resources.

The calendar, format, and materials of courses do not match with our face to face (F2F) classes so fluctuating between the virtual learning platform and F2F is not a viable option for students.

### **Responsible Computer Use**

Students are responsible for their behaviors and are expected to comply with the Student Technology Acceptable Use Agreement. Students and guardians will be required to read and adhere to the District process. Students who are in violation of the Student Technology Acceptable Use Agreement will have their access restricted or revoked and will be responsible for using their own device to access their virtual learning.

### **Academic Integrity**

Students who have issues with academic integrity will get a warning. Parent(s)/Guardian(s) will be notified and if the issue persists the student may be dismissed from the program.

## Curriculum

Curriculum will be purchased from an outside vendor, Edgenuity, and the curriculum will align with local, state, and/or national standards. Courses will be selected to meet the needs of each individual student. The cost of the purchased curriculum courses from various providers will be the responsibility of the District.

## Course Offerings

The courses listed in the Rochester Virtual School course offering guide are the only courses the virtual learning student can enroll in. Not all courses listed will be offered each semester.

Edgenuity Indiana Course List

- [2021 Edgenuity 6-12 Course Descriptions](#) : May be helpful when selecting courses at the high school level.
- [Indiana](#) : Simple list of course offerings. Grades 6 & 7 will receive 4 core classes of English, Math, Social Studies, and Science along with up to 2 elective courses each semester. Grades 8-12 will be scheduled with help from an RHS counselor.

## Student Responsibility for Online Courses

Students are required to:

- Complete all given assignments, quizzes and tests (varies by the course).
- Stay on pace (**5 hours of work per week per class**).
- Schedule time each school day to work on the course.
- Read all information, view all resources, and be responsible for understanding the information.
- Communicate regularly with the instructor.
- Notify the VLC when planning to be out of town for any period exceeding two school days.
- Work closely with the VLC to plan appropriate course selection and to communicate needs.
- Attend regular advisory meetings with counselor/advisory teacher via Zoom.

## Support Services

Existing support services such as school counselor, English Language Learners (EL), special education, school psychologist, etc., will be available to all students participating in virtual learning. Special educational services will be delivered as described by the student's Individual Educational Plan (IEP). Delivery of services may require students to attend school face-to-face.

## Attendance Policy

Attendance in online programming is performance based. It is measured not only by logging into the course(s) but by successful submission of completed coursework, participation in all course activities, following the timeline for completion of the course and communication with the online instructor.

The minimum attendance requirement is to be active in the E2020 program on a daily basis, except designated vacation times. Any student not meeting that expectation will be contacted by the VLC for corrective action. Not meeting the minimum attendance requirement for any three weeks in a semester for any course is considered Habitual Truancy and is therefore in violation of Indiana's Compulsory Attendance Statutes that require a child attend school regularly until graduation from high school, or until the end of the semester in which he/she turns 18 years of age, or until he/she is excused from attendance by the school board. The student and parent/guardian may be subject to legal sanctions.

### **Add/Drop Online Courses**

Students will be allowed to add/drop any virtual/homeschool class during the first 5 days of the course. Classes must be approved by the VLC. Exceptions will be considered due to extenuating circumstances. Students may also withdraw from the virtual school within the first 5 days without consequence.

### **Termination of Enrollment:**

After the first 5 school days, the student's progress and grades will continuously be evaluated to determine if the virtual school is the best fit for them. Students are expected to maintain a 70% or higher grade level and be making the suggested progress (based on the calendar created in Edgenuity) for all enrolled courses. **Should the student fall below a 60% or their progress fall behind by more than 1 week, they will be removed from all courses in the Rochester Virtual Program and will need to re-enroll in face-to-face school, home school or some other option.**

### **Credits & Courses**

Students in grades 6-12 may take a maximum of 14 credits per year or 7 courses per semester.

### **Grade Advancement and Graduation**

Promotion of students in all grades will follow Board of Education policy for grade advancement and graduation. Students enrolled full time in Rochester Virtual will receive a Rochester High School Diploma.

### **School Activities**

District enrolled high school students in Rochester Virtual are eligible to participate in extracurricular activities and IHSA sports. This includes having their grades count towards GPA and being eligible to receive scholarships and honors.

### **Discipline Procedures**

Violations to the Board of Education policies, student handbook, or school protocol will be handled expeditiously. Students who violate District regulations will face consequences in accordance with the student handbook, policies and procedures. Consequences could include removal from Rochester Virtual.

### **District Resources**

The District will provide the following:

- A commercially available curriculum that meets Indiana Standards
- Technology in the form of a District provided IPAD for grades 6/7/8 and MACBOOK for grades 9-12.
- Textbooks or novels that are required by Edgenuity
- Other course specific material, such as specialized equipment or programs, will not be provided but will be available on campus.

### **On Campus Requirements**

Students in grades 6-12 will be required to come to campus for assessments. These include, but are not limited to, the Indiana required exams taken in the spring of the year along with the ASVAB, PSAT,

ACT and SAT exam. Our local screener NWEA, testing at grades 6-12, may be taken remotely or on campus--**these assessments are not optional**. Students may also need to attend interventions when required as well as other on campus activities.

**Course Enrollment/Registration Procedure**

All placements of students in virtual education classes are contingent upon space. In order to be considered for enrollment for an online class, a student and parent must make sure the following are in place:

- Student and parent(s) must read and understand the online course requirements and policies to determine if the student will be successful in an online course.
- Students will be full time virtual students only.
- Students may drop an online course within 5 days from starting the class. Notice must be provided in writing (email) to the VLC.
- Enrollment into the virtual program will be reviewed by a school district team.
- The VLC may set up a virtual meeting to discuss enrollment and go over program expectations.
- **If the program is deemed appropriate** for the student, all enrollment forms will be submitted.
- The VLC initiates the enrollment process in the appropriate course(s) in Edgenuity.

**Grades**

Assignments are graded just like the student is in a face-to-face course. Some assignments are graded automatically within the course, while the online instructor grades others. The student will receive comments from the teacher on completed assignments if applicable. If available, the student and/or parent/guardian, and VLC will be able to check progress by accessing the online grade book. Following course completion, the VLC is responsible for turning in their grade report for transfer to the transcript. Students will follow District policy governing academic letter grades and pass/fail courses. Grades 6-7 do not use GPA's.

The following system will be used for the calculation of GPA for grades 8-12:

Letter Grade	High %	Low %	Letter Grade	High %	Low %
A	100%	93%	C	76.99%	73%
A-	92.99%	90%	C-	72.99%	70%
B+	89.99%	87%	D+	69.99%	67%
B	86.99%	83%	D	66.99%	63%
B-	82.99%	80%	D-	62.99%	60%
C+	79.99%	77%	F	59.99%	0%

**Academic and Career Planning (ACP)**

Each student will be required to complete activities specific to ACP from grades 8-12 to support their

college/career readiness plan.

### **Edgenuity Support for Exceptional Learners**

Edgenuity's online courses were built using evidence-based practices and feature instructional strategies, learning tools, and scaffolds designed to support the unique needs of all students.

The courses:

- Provide explicit instruction from expert on-screen instructors. The instructors offer clear and concise explanations, and use real-world examples to help students thoroughly understand subject matter.
- Model learning strategies. On-screen teachers clearly show students how to identify and use appropriate learning strategies, as well as how to monitor their own understanding of material.
- Make instruction accessible. The courses feature video lectures, graphic displays, text, and simulations. When completing tasks and assignments, students are asked to manipulate images, answer questions, highlight text, complete surveys, and fill out graphic organizers, allowing students to demonstrate their knowledge in a variety of ways.
- Are self-paced. Students can work through the courses at the pace that works for them, and can easily pick back up where they stopped, resulting in higher student motivation and engagement and no lost learning time.
- Feature several learning tools and scaffolds. The courses offer text translation, video captioning, text read aloud, a dynamic glossary and word look-up tool, and more, so students have everything they need to be successful in the course.

### **Students with Individual Education Plans, 504 Plan or EL Plan**

Special Education, 504 and EL services will be provided through Rochester's special needs support team. Teachers of service and/or our special needs director will provide an additional layer of support to students who have an IEP or 504 Plan. This team is able to assist the VLC with:

- Course accommodations and modification
- Monitoring and reviewing performance
- Providing input on how these plans may need to change
- Providing support resources for IEP team meetings or parent conferences