

RICHLAND ONLINE ACADEMY

Richland Online Academy Handbook



*The Richland School District
Richland Center, Wisconsin*

Approved by ROA Board of Education 2/27/19

Table of Contents

Overview	Page 3
List of Available Courses	Page 4
What is Online Education	Page 5
Local Resident Advantages	Page 5
Local Education Guide (LEG)	Page 5
Student Commitment	Page 5
Enrollment Procedures	Page 6
Special Needs	Page 7
Individualized Program Planning	Page 7
Assessments	Page 7
Transfer Credits	Page 7
WIAA Athletics	Page 8
Co-Curricular School Activities	Page 8
Academic Excellence Scholarship	Page 8
Graduation Requirements	Page 9
Grading	Page 10
Online Attendance	Page 10
Acceptable Use & Technical Requirements	Page 11
Steps to Success & Contact Information	Page 12

Welcome to Richland Online Academy

*“Virtual Education can be an effective educational strategy for students, ensuring that all children in our state, regardless of where they live, will have access to quality online courses taught by appropriately licensed educators.”
(State Superintendent Tony Evers)*

OVERVIEW

The Richland Online Academy was created during the 2012-13 school year and implemented in the 2013-2014 school year. This program is a tuition free virtual learning program open to all Wisconsin students in grades 6 through 12. This program offers standards-based online curriculum, a flexible schedule allowing students to choose their time and place for learning, and individualized help from both the online teacher and the local educator guide.

The Richland School District is partnering with Wisconsin Virtual School, one of the Wisconsin Department of Public Instruction designated public virtual programs, to provide viable course options for our students. Richland Online Academy will provide virtual learning options for students, including:

- **Relevant courses in flexible locations in an asynchronous environment**
- **High quality, interactive courses aligned to state and national standards**
- **Middle school and high school level curriculum**
- **Over 70 course offerings including various AP courses**
- **A local online option to support the needs of home schooled students**
- **A solution for home-based learners, homebound, truancy, and other special circumstances**
- **Modified rates of learning to accommodate the student – traditional, accelerated, or extended**
- **The experience of online learning in preparation for future training in post-secondary education and work environments**



The Richland Online Academy courses are aligned to national and state standards. Course goals and objectives are available upon request. All courses are taught by Wisconsin DPI Certified teachers. Students in a full-time home-based learning environment have access to all available coursework. Part-time students may take up to 2 courses per semester (1/2 credit for each semester course) while full-time students must take courses to fulfill graduation requirements (minimum seven courses per semester). All course offerings are one or two semester courses for both fall and spring terms. Each student will develop a virtual education plan.

What is Online Education?

Virtual education or online learning is an instructional delivery method that is not dependent upon the student and teacher being in the same location. Courses are offered in an asynchronous environment via the Internet. The courses offer a flexible pace, schedule, and location. Students work at their own pace with instruction and support from Wisconsin DPI certified staff. With trained and certified teachers, students get one-on-one attention and communications on an ongoing basis throughout the course. Students get upfront attention from their online instructor and are supported by an assigned Local Education Guide (LEG). Students rate both course content and their teachers as excellent. When asked what they like most about WVS courses, the top three responses are: self-pacing, interesting, and high quality courses and convenience.

Local Resident Advantages

Residents of the Richland School District, and students living in close proximity who open enroll to the Richland School District, have some advantages attending the Richland Online Academy vs. other online programs. Living in the area of your online school allows for participation in co-curricular activities and school events. Additionally, students have the support of the district technology department, school counseling staff, and administration.

Local Education Guide

A Local Education Guide (LEG) will serve as the local facilitator for the student who takes an online course. This facilitator will act as a support system for the online educated student and as a liaison between the student and online course instructor when problems arise. The student will also have an online instructor who is responsible for monitoring student academic achievement. Students will be able to communicate with the online instructor regarding course content by phone or through e-mail. Students can schedule real-time appointments with their online instructor or the district LEG.

Student Commitment

Students must commit to completing any online course taken within the agreed time period, not to exceed five months. To be considered as a full time Richland Online Academy enrollee, a student must commit to successfully complete at least one grade level per calendar year or to meet the best needs of the student as determined by their online learning plan. The LEG, in cooperation with the student, online teacher and parents, will determine if the student will be successful in the online course environment within the first 28 days of the course being started. This placement will be determined by the ROA. If a student drops or decides not to continue the online course within the 28-day limit noted above, courses can be dropped. Students who drop a course after 28 days may receive a failing grade. A student who does not show academic activity for any three week period while enrolled in a class may be dropped and receive a failing grade (Please refer to the truancy guideline found in this handbook). In order to maintain full-time status, the student will then need to identify another course to be added to his/her online learning plan. Students who drop, fail to complete, discontinue, or fail online school courses may jeopardize their continued enrollment in online education opportunities. In the event of unsuccessful online course completion, the district will develop an exit plan designed to result in the successful completion of the academic year.

Enrollment Procedures

Students must complete an application for online programming. Students who are new to the district must also complete student registration materials. Students from school districts outside of Richland Center must have approved open enrollment agreements. Once the application for online programming has been approved, students and parents will meet with school personnel to develop an online learning plan. High School Enrollment options include:

- Resident of the Richland School District – Student participates full time in Online Academy. Student takes all classes online. Eligible to participate in athletic and co-curricular activities.
- Resident of the Richland School District – Private, Parochial, and Home-Schooled Students – Families must register with the Richland School District. Students may take up to two courses per semester. Eligible to participate in athletic and co-curricular activities.
- Not a Resident of the Richland School District – Full Time Open Enrolled – Families must apply for open enrollment through WI Department of Public Instruction. Eligible to participate in athletic and co-curricular activities.
- Not a Resident of the Richland School District – Part Time Open Enrolled – Families must apply for part time open enrollment through WI Department of Instruction. Students may take two classes at a time online. Student takes all other classes in their resident district. Eligible to participate in athletic and co-curricular activities.

Middle School Enrollment Options (grades 6-8):

- Resident of the Richland School District – Student participates full time in Online Academy. Student takes all classes online. Eligible to participate in athletic and co-curricular activities.
- Resident of the Richland School District – Private, Parochial, and Home-Schooled Students – Families must register with the Richland School District. Students may take up to two courses per semester. Eligible to participate in athletic and co-curricular activities.
- Not a Resident of the Richland School District – Full Time Open Enrollment – Families must apply for open enrollment through WI Department of Public Instruction. Eligible to participate in athletic and co-curricular activities.

The District has the right to limit number of students participating in the Online Academy as determined by budgetary parameters.

Special Needs

Students with special education considerations should direct questions to Shaun Tjossem, Special Education Director at 608-647-6106 or contact by email tjos@richland.k12.wi.us

Individualized Program Planning

In order to provide high quality, standards-based proven curriculum, courses will be provided from a list of approved courses from WVS. The instructional intent is to provide online opportunities for students in grades 6-12. Richland Online Academy courses are aligned to national and state standards. Course goals and objectives are available upon request. Students in a full-time home-based learning environment have access to all available coursework.

All courses are 1-2 semester courses. Students will work with a counselor to develop a year-long online plan that meets the board-established criteria for a full time student and leads to the completion of graduation requirements. If a home-based student is participating on a part-time basis, parents must file an application for home-based learning with the Department of Public Instruction

Assessments

Course assessment work is typically completed in the same environment used for course work. It may occasionally be necessary for students to be proctored during a testing period. Tests can be proctored remotely using web cam technologies or at a school district location (i.e. AP tests will be proctored at Richland Center High School)

Virtual school students are required to take the Forward Exam. All students in grades 6, 7, 8 and 10 fall into grades tested by the state of Wisconsin using the Forward Exam. Students in 9th grade must take the ACT Aspire Exam. Virtual education students will be tested at Richland Center High School during the state testing window. The testing window typically occurs in the spring.

Transfer Credits

Students wishing to transfer credits into the online school program from home-based learning, another school district, or another virtual/online program should contact the Counseling Department. Home-based credits go through a review process with the Counseling Department. To begin the process, students must provide documentation, which includes a copy of the DPI application for home-based education.

Wisconsin Interscholastic Athletic Association (WIAA)

A student must be enrolled in the district as a full time student (minimum seven courses per semester) to be eligible for WIAA athletic participation. Students will be required to check with the athletic director to be sure they are eligible for WIAA participation.



Co-Curricular School Activities



Students enrolled in the Richland Online Academy program may participate in all co-curricular opportunities. We are proud to offer a wide variety of co-curricular activities. Our programs are seen as an extension of the classroom. Our desire is that activities can be an enriching and healthful experience in which physical, mental, and social growth shall be stimulated through interscholastic competition. We encourage each student to participate in co-curricular activities. Some examples include

Forensics and Drama. Additional information about co-curriculars and the Activity Code is available on the Richland School District webpage.

Academic Eligibility

For the purposes of determining eligibility for the ROA, grades will be calculated at periodic intervals from student start date. Eligibility shall be checked at the following calendar days from student start date: 32, 63, 95 calendar days and original course completion date. Students must maintain a minimum GPA of 1.50 or above and have zero failing grades at the end of each interval. Assignments not completed by the dates identified in course pacing guides, at the end of each grading interval, shall be considered zeros for calculating a student's grade.

21-Day Eligibility

- 1) A student who becomes academically ineligible may regain eligibility by meeting the academic standard (1.5, no F's) following a period of 21 calendar days and nights of ineligibility. (Eligible on the 22nd day)
- 2) If the student has not met the academic requirement in 21 days, s/he shall be excluded from participation until the next grading interval.

Those participating in co-curriculars at Richland Center High School shall be bound by the RCHS Activity Code. This code can be found in its entirety at: <https://goo.gl/gw97D6> or on the district website at www.richland.k12.wi.us.

Fees

Each participant in RCHS Co-Curriculars shall be responsible for any fees/dues required.

Academic Excellence Scholarship

The State of Wisconsin offers high school seniors academic excellence scholarships to encourage top students to continue their education in the State of Wisconsin. The number of scholarships each school is awarded is based on student enrollment in grades 9-12.

The “Academic Excellence Higher Education Scholarship” shall be awarded to the student(s) with the highest GPA at the completion of the first seven semesters (five semesters for students approved by the school board to graduate one year early). The following criteria for eligibility must be met to qualify for the scholarship:

- The student(s) has achieved senior status.
- The student(s) has fourteen calendar days in which to complete requirements for their seventh of fifth semester.
- The student(s) has attended Richland Center High School three complete semesters, one of which must be the first semester of the senior year.

To be eligible for the Academic Excellence Scholarship, courses must be taken at a DPI approved high school.

High School Graduation Requirements

Students who attend Richland Online Academy program may opt to receive a diploma from Richland Online Academy. The District awards diplomas to recognize students who have met certain academic requirements of the District. In order to graduate from Richland Online Academy and receive a diploma, a student must satisfy requirements as specified in the student Academic Plan. The requirements are grounded in the District’s curriculum and state law requirements applicable to granting a diploma. Graduation requirements for the Richland Online Academy will be the same as Richland Center High School. The Richland Online Academy educational program is designed to be completed in four years or eight semesters. Early graduation may be granted in accordance with District procedures.

English 4.0 credits
Math 3.0 credits
Science 3.0 credits
Social Studies 3.0 credits
PE 1.5 credits
Electives 11.0 credits or more
Health .5 (Earned in M. S. or H. S.)
Total credits 26.0 or more



Graduation requirements shall be modified by the Richland Online Academy Principal upon recommendations of the individual education program (IEP) team for students with exceptional educational needs. Youth options courses cannot be substituted for the required core graduation credits.

Grading

All online grades will be based on a 4.0 grade point scale and monitored by the Local Education Guide (LEG). Grades will be used to calculate GPA and class rank. AP grades will be weighted. Students who earn a GPA of 3.0 or above will be recognized by the Richland District in the local media, unless specifically contacted by a parent/guardian to the contrary.

Calculation of High School Grade Point Averages

The following system will be used for the calculation of GPA for Grades 9-12.

Grading Scale

A 4.0 (95-100%)	B- 2.67 (85-86%)	D+ 1.33 (75-76%)
A- 3.67 (93-94%)	C+ 2.33 (83-84%)	D 1.0 (72-74%)
B+ 3.33 (91-92%)	C 2.0 (79-82%)	D- 0.67 (70-71%)
B 3.0 (87-90%)	C- 1.67 (77-78%)	F 0.0 (below 70%)

Alternate grading scales may be applied as indicated in IEP.

Online Attendance

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 course activities such as threaded discussions, and communication with the online instructor.

The minimum attendance requirement is to successfully submit at least one appropriately completed assignment for each online course every calendar week, except designated vacation weeks. Any student not meeting that expectation will be contacted by their LEG for corrective action.



Not meeting the minimum attendance requirement for any 3 weeks in a semester for any course (or combination of courses if enrolled in more than one course) is considered Habitual Truancy and is therefore in violation of Wisconsin's Compulsory Attendance Statutes 118.15 (1)(a) 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.

Acceptable Computer Use

Students are responsible for their behaviors and are expected to comply with the Technology Acceptable Use Code of Conduct. Students will be asked to sign the district code during the enrollment process.

Technical Requirements

The following are the minimum hardware and software configurations required for Richland Online courses. Student and parent/guardian are responsible for computer and Internet access.

... Personal Computer with Windows 7 or Above or Macintosh OSX 10.6, 10.7 or Above

... Browsers: Internet Explorer 9 or above; Latest version of Safari or Firefox;
Chrome Browser; Popup Blocking Disabled

... Media: Soundcard and Speakers/Headphones
Microphone required for certain courses (LEG will supply if needed)

... Plugins: Latest version of Sun Java, Flash Player, QuickTime or Real Player (required for some courses)

A high-speed Internet connection is recommended.



Steps to Success – Online Courses

- ✓ *Be Organized Schedule time each day to work on the course*
- ✓ *Be Responsible ... Complete and submit assignments regularly*
- ✓ *Be an Independent Learner ... Read all information, view all resources.*
- ✓ *Be an Effective Communicator ... Communicate regularly with your online teacher and work closely with the school counselors to plan appropriate course selections*
- ✓ *Be Computer Literate ... Participate in course discussions – email if you have questions*

RICHLAND ONLINE ACADEMY

Contact Information

ROA Principal Laura Selgeby - sell@richland.k12.wi.us

Local Educator Guide - 608-647-6106

Email - roa@richland.k12.wi.us

Information – www.richland.k12.wi.us/ROA/online.html