# RAPIDES VIRTUAL PROGRAM HANDBOOK

**The Rapides Virtual Program**

The Rapides Virtual Program (RVP) is an innovative educational program offered by the Rapides Parish School Board to its students. The Virtual Program has been developed to facilitate education to students who perform better through online instruction.

- Students participating in the Rapides Virtual Program remain students of their enrolled school and are allowed full participation in all extracurricular activities offered by that school.
- The Rapides Virtual Program operates according to the district calendar.
- Attendance will be taken daily and daily participation is required to remain in the program.

**Special Populations:**

The Virtual Program provides Free and Appropriate Public Education to special populations using online tools and resources that are appropriate for each student. Parents/guardians must indicate, during the enrollment process, if their student has a current Individualized Education Plan (IEP) or Individual Accommodation Plan (IAP). Each student's IEP will be reviewed with staff from the Rapides Parish School District Special Education Department (J.B. Lafargue) to identify an optimal learning path that meets the student's needs. If a student receives accommodations under Section 504 of the Rehabilitation Act of 1973, the accommodations will be reviewed by the IAP team to determine what accommodations can be provided to the student. Please note that education through the virtual program requires a great amount of independence from the student, in contrast to traditional education. If a student begins to experience a lack of educational progress, and all efforts to address this fail, the student may be removed from the virtual program.

**Responsibilities of the Student and Parent/Guardian:**

Once enrolled in the program, students and their parents/guardians agree to the following requirements, and understand that failing to comply with these requirements may result in the student's academic-probation and/or removal from the Virtual Program:

- The student will comply with district attendance policies regarding absences. Failure to login daily and remain active in the Learning Management System (LMS) is considered an absence. Failure to attend any meeting is considered an absence.
- Parent/guardian contact must always remain up-to-date. If the RVP cannot contact the parent/guardian with the most-recent contact information provided, the student may be removed from the program.
- Attend all mandatory video-conferences and scheduled class times.
- Students must remain on camera at all times.

**Transfer to the Traditional Learning Environment:**

A student may decide to transfer from the Virtual Program to his or her enrolled-school.

If a student transfers out of the Virtual Program, the student may do so only at the end of the current grading period. Once a student has been removed from the virtual program, either by parent-request or administrative-decision, the student will be unable to return to the Virtual Program within the same school year.

**Transportation:**

Parents/Guardians and students participating in the Virtual Program are responsible for all transportation to and from all activities associated with the Virtual Program. Furthermore, parents/guardians are responsible for transportations to and from events/activities at the enrolled-school.

**Meals:**

Students participating in the Virtual Program may participate in the School Food Service program; however, the student may only receive meals at the campus for which the student is zoned. When on campus, the student must comply with all dress code and schedule requirements as dictated by the school. Please contact your enrolled-school to learn of their procedures.

**On-campus Requirements:**

Students may be required to report to the Rapides Virtual Program campus and/or their enrolled school throughout the school year for various required tests. **Students participating in the Virtual Program may not remain on campus before or after the activity without the consent of the school principal.** Reasons for such requirements include:

- State Assessments (EOC, LEAP, ACT, WorkKeys, etc.)
- District Interim Testing
- Benchmark Testing
- Meetings at the request of RVP Faculty/administration
- High School/Middle School Credential testing
- Direct-instruction/ tutoring/ support

**Extracurricular Activities:**

Students enrolled in the Virtual Program are eligible to participate in extracurricular activities at their zoned school. While on the campus of their enrolled-school, students are subject to the rules of that school. The student's parent/guardian is responsible for all transportation to and from all extracurricular activities.

**Technology Use:**

Students participating in the Virtual Program must use technology resources that are adequate for the activities being assigned. All students may use a device provided by the enrolled-school or RVP. Students may use their own device provided that it meets the following requirements:

- Screen size of 9 inches or larger (measured diagonally).
- Includes functioning camera, microphone, and speakers that are adequate for participation in group activities.
- Runs an operating system that is currently being updated by the manufacturer. (i.e. Windows 7 is not acceptable because Microsoft is no longer updating it.)
- Is free from any malicious software that may interfere with learning or may compromise the student's online security.
- *A wireless mouse for student use is highly recommended.*

**Students must provide their own internet access and Wi-Fi service. If a student has connectivity issues, they are encouraged to reach out to their enrolled-school to explore the possibility of resources.**

**Lost/Stolen/Damaged Technology/property:**

Please see section XVI of the Student Code of Conduct Handbook.

**Learning Management System (LMS) Platforms:**

There are several LMS platforms that students may be required to access during the length of the course. Teachers will ensure that students are provided information on how to access and use the various platforms. LMS platforms will include, but are not limited to, Schoology, Edgenuity, and Cengage.

Teachers will direct students to download or apply any extensions they feel will benefit the student and class. All extensions will be supported by RPSB.

**Standards of Participation:**
Students must abide by all guidelines established in the Virtual Student Conduct Expectations document that is maintained by the Office of Child Welfare and Attendance. Each student enrolled in Rapides Virtual Program is solely responsible for the content posted through his/her login and account activity. Sharing or using your username and password with others or using other's usernames and passwords is strictly prohibited.

The following are strictly prohibited:
- Posting personally identifiable information in any format other than a private message;
- Antagonism, bullying or prejudice of any kind with respect to race, religion, gender, intelligence, age, orientation, disability, or socioeconomic status;
- Posting material including language, photographs and videos that are inappropriate;
- Any criminal or other illegal activity including encouraging the unlawful use, possession, manufacture or distribution of tobacco, drugs, or alcohol;
- Illegally posting, distributing, uploading, or downloading copyrighted work (whether music, video, words, images, drawings, pictures, software or otherwise);
- Sharing assignments, quizzes, tests, assessments, essays, term papers, questions/answers, or any other action that would violate any code of conduct, expectations or rules in regards to academic honesty;
- Spam or unauthorized, unsolicited, commercial promotion; and
- Disruptions of the server or host software;
- Inappropriate dress or unacceptable background settings during video conferencing.

The failure to comply with the standards of participation for the Rapides Virtual Program may lead to disciplinary action. Students who engage in disruptive behaviors will (1st offense) receive a warning and parent notification; (2nd offense) student may be removed from the program.

**Student Contact Policy:**
Students must continually communicate to be successful in online courses. Teachers will communicate with students via telephone, e-mail, and/or class messaging software. All communication with teachers or other district personnel will be through district systems such as Remind, the LMS, or the district email system. Communication through social media is not permitted. Students and parents must maintain professional contact with teachers and

other students in their communications, whether by telephone, video conferencing, text, or e-mail. In written communication, these standards include the following:

- Always communicate using the standard rules of English (please do not write in "texting" language; i.e. 'LOL,' 'KMSL,' 'Ur,' etc.). Capitalize when appropriate, spell correctly, and use proper grammar. Your communication should reflect this formal environment.
- Avoid acronyms and other uses of shortened terms;
- Proofread before you send and/or submit;
- Be precise and be clear;
- Follow the golden rule to treat your classmates and instructor/teacher the way that you want to be treated.

## The School Calendar
The Rapides Parish Virtual Program follows the parish calendar set forth by the RPSB, which can be accessed at www.rpsb.us. Please note that no new assignments will be due during the weekends or parish holidays.

## Attendance Policy
Rapides Virtual Program is designed and intended to be a virtual learning environment. Instruction is primarily computer-based; therefore, students can work anywhere there is an adequate internet connection.

The Rapides Parish Virtual Program requires that students work on coursework during the week. Students must follow the provided course schedule. Middle school students will log on for daily instruction with their teachers. High school students will be allowed to work at their own pace. High schoolers are encouraged to complete work at least weekly to remain in pace with the scope and sequence. Teachers will notify students, through email, if there are any changes to video-schedules. Failure to log in will count as an absence. Doctor's notes or other documentation may be required and submitted in a timely fashion. Any excused attendance notes should be scanned (a picture of the note is acceptable) and emailed to rvp@rpsb.us or Sandra.Powell@rpsb.us. Students are required to make up any work missed due to an absence(s).

## Teacher Office Hours & Communication:
All teachers will be available daily during school hours as needed. Each teacher has a set virtual study hall time that students and parents can use for additional help and questions. Teachers will respond to any after-hours communication within 24 hours of the next school day. It is up to the teacher's discretion to communicate during the weekend or holidays.

Revised 7/29/2024

**Academic Integrity & Ethics Agreement:**

Virtual students are required to fully commit to academic integrity. Students are required to agree to abide by the following set of expectations:

- Each student is expected to verify that the work on each assignment is his or her own;
- Collaborating with another student or classmate on any assignment must be pre-approved by the instructor/teacher;
- No student may allow others to copy, reproduce, and/or plagiarize his/her work;
- No student may misuse content from the internet without properly referencing the source(s);
- No student should store coursework on a public or shared network drive.
- **Plagiarism, as defined herein, specifically includes the use of Quizlet, Brainly.com, Wikipedia, or any other internet sites or search engines for responses to assignments or tests, are strictly prohibited. Furthermore, copying and pasting questions as the only response to assignments is strictly prohibited. All such violations will result in a 0 for that assignment and the student will not be allowed to recover the grade. Any student with multiple attempts at plagiarism may be removed from the program and required to return to their zoned schools.**

If a student fails to meet the above expectations in any manner, the student is subject to disciplinary action, including but not limited to failure of the assignment, removal from the course and/or program, and/or any other punishment that is consistent with the directives of the Rapides Parish School Board.

**Grades and Student Progress:**

As of the 2024-2025 school year, RVP will use a 10-point grading scale.

In grades 6-8, students will receive quarterly grades and percentage which will determine final grades.

In grades 9-12, students will receive quarterly grades and final exams. Quality points will be used to determine final grades for high school courses.

**Progress Reports and Report Cards:**

All student grades and progress can be viewed by accessing the parent portal. Final report cards will be mailed home at the end of the school year.

**Testing & Assessments**

Teachers have the option to require that all students take class tests, interims, finals, and other assessments during an assigned video-conference time. All courses for high school

credit require a final exam. All statewide assessments will be completed at the student's enrolled-school. We will assist the school in communicating instructions and schedules.

**Graduation:**
Any student wishing to participate in commencement exercises with their enrolled school must complete all coursework and finals prior to graduation. All additional requirements set forth by the zoned school, the Rapides Parish School Board, and the Louisiana Department of Education must be satisfied.

# <u>Rapides Virtual Program Faculty and Staff</u>

Mr. Brussell D. Rosenthal, *Principal*

Mrs. Veronica McDowell, *Lead Teacher*

Ms. Sandra Powell, *School Counselor*

Mrs. Gloria Hamilton, *Secretary*

Mrs. Katherine Bennett, *Teacher*

Mrs. Shannon Chiasson, *Teacher*

Mr. Dylan Denais, *Teacher*

Mrs. Kim Meadows, *Teacher*