



Region Virtual Academy

Region Virtual Academy (RVA) has partnered with Edmentum's EdOptions Academy to provide Region Virtual Academy students a full-time online option. The following provides the policies and procedures regarding this program.

Scope and Delivery of the Region Virtual Academy

The Region Virtual Academy will offer a virtual option to students in grades K – 12. To be a full-time student a student must meet specific requirements. The courses are made available through a partnership with Edmentum's EdOptions Academy and will include a full Elementary program including all four core courses as well as electives. The Secondary students (6-12 grades) will be offered all core courses, electives, AP, Global Language, and Career and Technical Education courses; everything a student needs to earn a district approved diploma.

Region Virtual Academy will NOT be a stand-alone school. Each full-time student will be officially enrolled in their district assigned school.

Each course will have a certified teacher provided by EdOptions Academy. This teacher is the teacher of record and will be working with the student to teach and guide them through the course.

Each student will also be assigned to a Success Coach. The Success Coach will work with the student to make sure the student has everything they need to be successful in the courses. The Coach will provide important information about the school such as testing dates and locations. **Most Important:** The student is required to meet with the success coach either live or on the phone on a weekly basis to go over progress. The district will also provide an additional coach for student and family support and resources pertaining to Griffith Public Schools.

Is Virtual Learning Right for Me?

Recommended for Virtual Learning	Not Recommended for Virtual Learning
<ul style="list-style-type: none">• I am goal oriented. I plan my work in advance to meet deadlines.• I have good time management skills, and I can keep myself organized.• I push through when things get difficult.• I ask for help if I cannot figure out a solution alone.• I am able to complete my work independently.• I have a distraction free area where I can complete my virtual school work.• I am comfortable using a computer, and I have someone that can help me if I have technical issues.	<ul style="list-style-type: none">• I need constant reminders to complete tasks, and I am not self-motivated.• I cannot keep myself on track and on time.• I give up easily when I have a problem.• I do not like asking my teacher, parent, or peers for help when I need it.• I struggle with learning independently, and I need frequent individual assistance.• I do not have a space conducive to virtual school work.• I am not tech savvy, and I do not have anyone I can ask/call if I need assistance with my device or the internet.

Region Virtual Academy Policies

Student Registration

Full time students will fill out the registration form for the virtual academy program through the district website. Students/Parents will then be given an interview date that they must attend. Students/Parents will be notified two weeks previous to the start of the semester if they have been accepted into the virtual academy.

NOTE: Participation is a **yearlong commitment** for all students for the school year. The Virtual School Administration reserves the right to remove any student from the virtual program for any rule violation as well as for not maintaining items listed under eligibility requirements listed below (See Student Eligibility).

Student Eligibility

Secondary Student Eligibility: Parental permission is needed. Once in the program students must maintain a 2.0 GPA, must have no failing semester grades, and complete all courses within the time frame provided under the course length described below. If a student fails to meet these requirements they will be on probation for one semester. IF the student comes back into compliance they may continue in the program and will no longer be on probation. If a student does not come back into compliance they shall be removed from the full-time program and be placed back in their home school or other school of parent's choice. Guidance and parental approval required.

Elementary Students Eligibility: To remain in the program, students need to pass all courses for the year and complete all courses within the time frame provided under the course length described below. If a student fails to meet these requirements they will be on probation for one semester. IF the student comes back into compliance they may continue in the program and will no longer be on probation. If a student does not come back into compliance they shall be removed from the full-time program and be placed back in their home school or other school of parent's choice. Guidance and parental approval required.

NOTE: All students must sign a Student Code of Conduct before Enrollment (See copy of the Student Code of Conduct below)

Go – No Go Policy: The administration of Region Virtual Academy reserves the right to remove any student who does not meet a minimum amount of activity within the first 30 days of enrollment in the virtual academy. Minimum amount of activity equates to the following - students are expected to be near or on pace in all courses or shows daily activity in each course (60 minutes per course) for the first 30 days.

Requirements for State Testing

All full-time students will be required to take all mandatory testing required by the state of Indiana. The Region Virtual Academy administration will work with the student to schedule mandatory testing in person. All data from the students' testing will be included in the data with their assigned school. Full time students must comply with all Student Testing guidelines listed in the code of conduct.

Course Length

Grades 6 – 12: Secondary Students are given a maximum of **18 weeks** to complete a **one credit** course. Courses can be completed prior to the 18-week window. During a Summer School session, students have a maximum of 4 weeks to complete a one-half credit course. Courses can be completed anytime within the 4-week period. Class content is not condensed; instead, time expectations per day are increased to accommodate the condensed timeframe during the summer.

Grades K – 5: Elementary students are given the full year to complete all required courses. Early completion of individual courses is allowed and if there is enough time left in the school year (determined by the school administration) the student may start the next year's course in that subject area. Parental approval is needed as well.

Withdrawal Policy

Students have 30 days from the time of enrollment in the Virtual Academy to withdraw from the program, without penalty. Please note that if the student has not met minimum goals in the first 30 days district administration retains the right to remove such student from the program and reassign the student to their assigned school.

Minimum Goals

1. Daily schedule sent to Success coach or designated person by a specific date
2. Attends all required sessions, meetings (or school can assign a specific number or percentage to allow for emergency situations)

Course Content

Secondary Students (Grades 6 – 12): All semester-based courses are **one credit**. Courses consist of a blend of self-paced and guided instruction that includes tutorials, mastery tests, Dropbox activities, and discussions. Each course has a required final exam, which must be proctored.

Elementary Students (Grades K – 5): All courses are a school year in length. Courses consist of a blend of self-paced and guided instruction that includes tutorials, mastery tests, and projects.

Proctoring of Final Exams (For Secondary Students Only)

Students will be required to have all final examinations proctored at an agreed upon location. Testing locations will be determined and information shared with student and parents.

Course Types (For Secondary Students Only)

All courses are offered in Full Course or Pre-assessment. Full time students will take courses only in the full course mode unless the student needs a course for credit recovery.

Attendance

Students are required to work consistently and to follow the pacing provided in the EdOptions Academy Student Information System (SIS). Students may complete more than what the pacing suggests each week and are encouraged to do so. Another important part of attendance is regular communication with EdOptions Academy online teachers and the Success Coach. Students are expected to respond within 24 hours to any emails they receive. In addition to submitting work according to the suggested pace, students will also have at least one synchronous contact with their virtual instructor. This contact can be a monthly phone call, attendance at a Live Lesson or Webinar, an Instant Message, or a text message.

Required Hours: Students must login every day that Griffith Public Schools are in session. **Students are required to create a daily schedule** for themselves that they must keep for the entirety of the course(s). **This schedule must be sent to the Success Coach at the begin of each semester.**

Recommended Middle / High School Schedule

The student schedule needs to be at least one hour per course per day.

Please see the chart below that will help you make your schedule grades K – 12. It includes direct teacher contact and student-initiated times.

Suggested Weekly Learning Commitment:

Suggested Weekly Learning Commitment: 18–26 Hours per Week				
Grade	Teacher Facilitated	Hours	Student Directed	Hours
K-2	<ul style="list-style-type: none"> • Live instruction • Live help • Check-in meetings/ phone calls/ messenger 	8–10	<ul style="list-style-type: none"> • Calvert Learning activities • Feedback review • Calvert recorded lessons • Exact Path learning paths • Reading Eggs lessons 	10–12
3-5	<ul style="list-style-type: none"> • Live lessons • Live help • Check-in meetings • Phone calls/ messenger 	6–8	<ul style="list-style-type: none"> • Calvert Learning activities • Feedback review • Calvert recorded lessons • Exact Path learning paths 	15–18
6-8	<ul style="list-style-type: none"> • SOS live instruction • Live help • Office hours • Check-in meetings/ phone calls/ messenger 	4–6	<ul style="list-style-type: none"> • Apex Courses • Feedback review • Supplemental learning resources 	15–20
9-12 Courseware	<ul style="list-style-type: none"> • SOS live instruction • Live help • Office hours • Check-in meetings /phone calls/messenger 	4–6	<ul style="list-style-type: none"> • Courseware lessons • Feedback review • Supplemental learning resources 	15–20
9-12 Apex	Apex course help is available via live help			

Progress Reporting

For Grades 6 – 12: Parents and students will have access to EdOptions Academy student information system 365 days, 24/7 to view progress. Parents may also contact their child’s teacher to discuss progress and request updates of progress via other means; example through email on a monthly basis.

For Grades K – 5:

Earning Credit and Grading Policy

In order to receive credit in a course, students must meet the following requirements:

Grades 6 - 12

1. The student will need an overall average of 60%.
2. Students must take the EOS (End of Semester) Exam and complete all assignments to earn credit in the course.

Grades K – 5

1. The student will need an overall average of 60%.

Note: Students will be allowed to retake the End of Semester test (EOS) once, regardless of the first score made. Students will also be able to go back and resubmit any work in the course for a higher grade as long as the student has

time left in their enrollment. Once a student has taken the EOS, the student will be allowed time to review their grades and resubmit any assignments they might have scored below expectations to improve their mastery of the content.

Grading Scale

90-100	A
80-89	B
70-79	C
60-69	D
0-59	F

Student Advancement and Graduation

Students must meet all already established requirements to advance to the next grade level or to graduate with a Region Virtual Academy Diploma.

Transcripts and Grade Reports

Students and parents may access a student's unofficial transcript in the EdOptions Academy Student Information System (SIS) by selecting the Transcript option from the main menu. Grade reports will be issued at the same time all other Griffith Public School students receive their grade reports. Refer to district calendar for dates. Parents can request grade reports from the following:

- Virtual School Teachers
- Guidance Counselor
- Virtual School Administrator
- GPS District Success Coach

Right to Privacy Policy

Region Virtual Academy and EdOptions Academy respects a student's right to privacy by following the guidelines set forth in the Family Educational Rights and Privacy Act (**FERPA**). This law protects the privacy of a student's education records. Region Virtual Academy and EdOptions Academy must have written permission from the student/legal guardian in order to release information from that student's education record.

Region Virtual Academy Student Code of Conduct

RVA and EdOptions Academy adheres to set policies to maintain the academic integrity of its curriculum, students, and staff. The policies address the consequences for noncompliance, as noted below. All students must read and sign the Student Code of Conduct in order to proceed with the enrollment process.

Note: Though students will face consequences from EdOptions Academy, all matters of misconduct will also be handled through Region Virtual Academy Administration. The following policies are specific the **EdOptions Academy**.

Academic Misconduct

Academic Misconduct, in any form, is not tolerated. Academic misconduct includes, but is not limited to, cheating, plagiarism, copying another student's work or allowing another student to copy your work. If academic misconduct is found, the following consequences will result:

- First offense: zero on the assignment, a written warning, and a note added to the records of the students involved
- Second offense: zero on the assignment and a referral to the administration for possible withdrawal

Defiance of Authority/Insubordination

Disobedience or noncompliance toward any staff member of the EdOptions Academy or Region Virtual Academy is considered insubordination. That includes refusal to maintain communication with EdOptions Academy staff. An act of insubordination may occur in any situation or communication, including, but not limited to, in an e-mail, during a phone conversation, or in person.

If defiance of authority or insubordination is found, the following consequences will result:

- First offense: referral to a guidance counselor
- Second offense: referral to administration for possible withdrawal

Computer Misuse

Any student who attempts to access the secure information of EdOptions Academy or Edmentum, Inc. or its affiliates in an improper manner, uses another student's or staff member's log-in information to gain access to information, intentionally attempts to obtain access to areas or information not open to normal access, or engages in any act similar to the above, has committed a computer misuse. If computer misuse is found, the following consequences will result:

- First offense: Depending on the nature of the offense, the consequences can include a written warning, referral to a guidance counselor, suspended access to PLATO courseware, or administrative referral possible withdrawal.
- Second offense: Referral to the administration for possible withdrawal

Deviation from the above consequences: Notwithstanding anything in this Policy to the contrary, the EdOptions Academy reserves the right to modify the consequences or action taken against a student violating this Policy in the EdOptions Academy's sole discretion for reasons including, but not limited to, the severity of or damages caused by the violation or to ensure compliance with applicable law.

Anti-Bullying Policy

Cyber bullying, or bullying in any form, is not acceptable behavior for any student enrolled in classes at the Region Virtual Academy / EdOptions Academy. Any student found to be involved in these activities will immediately be withdrawn from the Academy.

EdOptions Academy uses this definition of cyber bullying:

Cyber bullying is the use of the Internet and related technologies (cell phones, smart phones, etc.) to harass, hurt, embarrass, or humiliate other people. Using these technologies to act or speak in a deliberate, repeated, and hostile manner with the intent to harm others is also cyber bullying or cyber stalking

Internet Acceptable Use Policy

The internet is a compilation of many networks that supports the open exchange of information for research and educational purposes. The internet can be accessible to anyone, anywhere, anytime.

Students must understand that by using the network, their actions can be monitored at any time by a teacher or administrator.

Internet—Terms and Conditions of Use

- Users will not be abusive in EdOptions Academy messages to others. They will not use offensive, obscene, or harassing language when using any EdOptions Academy or PLATO Learning, Inc., or its affiliates' systems or software.
- Users will not reveal personal addresses or phone numbers of other users.
- Users will not post information if it violates the policy of others, jeopardizes the health and safety of students, plagiarizes the work of others, is a commercial advertisement, or is not approved by the teacher or school administrator. Users will accept responsibility for all materials they link to or upload.
- Users shall promptly report any inappropriate material they receive.
- Users will not attempt to log in to the network using any other user's name and password.
- Users accept and acknowledge that additional documents and paperwork may be required, including but not limited to documents requiring agreement and signature upon the request of EdOptions Academy administration.
- Any and all student-produced Web pages will be subject to the approval of the teacher or school administrator.
- Vandalism will result in the cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy the data of another user, agency, or PLATO. This includes, but is not limited to, the uploading or creation of computer viruses.
- In the event of a virtual field trip, all users will conduct themselves in accordance with the Policy or agreement applicable to the field trip.

Academic Integrity Student Agreement

1. I will do my own work.
2. I will not copy another person's work, in whole or in part, and turn it in as my own.
3. I will not consult unauthorized material or information during tests unless my teacher gives me permission.
4. I will not plagiarize.
5. I will not copy text, graphics, mathematics solutions, artistic layouts or presentations, or any ideas in any form from another source without proper citation.
6. I will not communicate exam information or answers during or following an exam.
7. I will not provide unwarranted access to materials or information so that credit may be wrongly claimed by others.
8. I will not turn in an original paper or project more than once for different classes or assignments.
9. I will not, in lab situations, falsify or fabricate data or observations, including computer output

A signed agreement is provided below that all students, full or part time, must sign before beginning any course provided by the Region Virtual Program and EdOptions Academy.

About Our Partner: EdOptions Academy Accreditation and Approvals

EdOptions Academy is fully accredited through Cognia which includes SACS (Southern Association of Schools and Colleges). This means that any credit earned from EdOptions Academy carries the same weight as a credit from any accredited institution such as all other Griffith Public Schools.

Student Code of Conduct Contract

Directions: All students must read and sign this Code of Conduct policy (hereinafter referred to as the "Policy") in advance of proceeding with taking an EdOptions Academy course. EdOptions Academy leverages this Policy to maintain the academic integrity of the EdOptions Academy, its curriculum, students, and staff, and to address the consequences of noncompliance. By signing this Policy, you agree to adhere to the Policy and the other standards and requirements of the EdOptions Academy and Region Virtual Academy.

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7. I will not provide unwarranted access to materials or information so that credit may be wrongly claimed by others.
8. I will not turn in an original paper or project more than once for different classes or assignments.
9. I will not, in lab situations, falsify or fabricate data or observations, including computer output

By signing below, I agree to adhere to this Policy and refrain from committing any of the violations identified in the Policy. I understand that any violation of this Policy could result in the loss of credit and revocation of access to all instructional materials provided by EdOptions Academy, in addition to the other consequences identified herein.

Student's Name

Student's Signature

Date

Parent's Name

Parent's Signature

Date

Region Virtual Academy Parent/Family Agreement



By enrolling in our online school, you're partnering with us to provide a flexible, high-quality education that meets the unique needs of your child. Here's how you can make the most of this experience:

1. **Attend a Meeting with RVA administration.**

You will be required to meet with Region Virtual Academy administrators for a meeting to get all required

2. **Stay Informed**

You'll play an active role in your child's success by monitoring their academic progress and staying connected with teachers and staff.

3. **Stay Connected**

Checking your email (and encouraging your child to do so) Monday through Friday will ensure you're always up to date with school communications, assignments, and important updates.

4. **Commitment**

By committing to at least one year of online learning, your child will have the chance to fully engage with the program and take advantage of everything it has to offer.

5. **Provide Support**

Whether it's ensuring your child has reliable transportation for in-person testing, or providing a safe and quiet space for learning, your involvement sets them up for success.

6. **Ensure Access to Online Learning Environment**

Reliable daily access to Wi-Fi is essential for online education. This connection will enable your child to engage with their courses and teachers effectively.

7. **Help Your Child Stay on Track**

Encouraging your child to log in to each class daily or dedicate 20-25 hours a week to schoolwork ensures they stay on pace. Every child learns at their own pace, and our flexible platform supports their individual learning needs.

8. **For Families Joining After the Semester Starts**

We understand that starting mid-semester can bring some adjustments, and we're here to help your child transition smoothly. Please note that...

- Depending on the class, your child *may have to start the class at Week 1*;
- We will work with you to find the best course options available in our virtual learning platform.
- Progress made at their previous school *may not* transfer.

For more information, refer to our student handbook.