

RIVERSIDE UNIFIED SCHOOL DISTRICT



Riverside Virtual School *"Impacting Learning at the Point of Instruction"*

PARENT – STUDENT CONTRACT, COMPACT AND POLICIES

Since 2006, Riverside Unified School District (RUSD) has engaged in a collaborative partnership with University of California College Preparatory Initiative (UCCP) to provide access to online learning for our students. UCCP is a statewide initiative of the University of California that provides students with the opportunity to take Internet-based courses that meet RUSD high school graduation and UC college entrance requirements. The Riverside Virtual School (RVS) was created by the RUSD Board of Education to meet the learning needs of all RUSD students.

Parents and students should be aware the demands of online courses are equal to or exceed those of traditional “face-to-face” courses. While online instruction places more responsibility on students, it offers a greater range of flexibility when fitting class work into their schedules. Students will receive course materials, assignments, announcements, and communications with their online instructor via the RVS Blackboard system. Your online course teacher will require that students meet with them in face-to-face meetings throughout the semester. In the face-to-face meetings, teachers will answer questions, provide guidance and support, or have students remit assignments and take tests. The specific times and dates of those meetings will be posted on Blackboard. Attendance and grading will be recorded daily by each instructor by tracking submitted assignments and monitoring course login data.

Students may submit assignments electronically or remit hard copies during face-to-face meetings with their instructor. Students will take tests and quizzes electronically; however, all mid-term and final exams will be conducted in face-to-face settings. The instructor will score assignments in a timely manner and post grades to the Blackboard system, which is viewable by both parents and students. Grades will be posted to student transcripts at the end of each semester.

School - Parent - Student Compact

RVS recognizes that a shared partnership among students, parents, and school staff is required for this project to be successful. There must be acknowledgement and agreement of the responsibilities that belong to each person involved.

Students accept the responsibility to:

- Abide by the RUSD Acceptable Use Policy.
- Follow RVS Online Course and Attendance Policies.
- Login to their RVS course(s) a minimum of 60 minutes during every weekday (24 hour period) and complete all course assignments.
- Seek immediate assistance from the instructor or contact the RVS Helpdesk, if they experience technical problems with the system.

Parents or guardians accept the responsibility to:

- Attend scheduled parent meetings and participate in training opportunities with their student(s).
- Abide by the RUSD Acceptable Use Policy.
- Keep informed of their student’s online learning activities.
- Support student(s) by providing time and access to an Internet-accessible computer at home to complete coursework.
- Be aware of their student’s computer use and encourage them to use the available technology for schoolwork at home.

Administrators, teachers and RVS staff accept the responsibility to:

- Participate in training opportunities and RVS staff meetings.
- Provide learning experiences that incorporate the effective use of technology; assist students in mastering RUSD curricula and California State Standards.
- Establish clear goals, expectations, and shared responsibilities.
- Provide opportunities for the online staff to participate in activities designed to extend their knowledge of web-based instruction and interactive teaching and learning.
- Report any problems with computer equipment to the RVS Helpdesk at 951-276-2006 or the RUSD Helpdesk at 951-276-2002.
- Support extended opportunities for students and families to engage in joint learning activities.
- Manage the inventory control, security, and care of RVS or RUSD computers and/or accessories.

Online Course Policies

Access to the technology utilized by RVS courses imposes responsibilities and obligations upon users. Appropriate use is:

- Characterized by ethical and honest behavior
- Demonstrated by respect for physical and intellectual property
- Responsive to system security protocols
- Respectful of individual rights to privacy and to freedom from intimidation, harassment, and unwarranted annoyance.

RVS has established the following expectations for student behavior in order to inform disciplinary action as required.

1. Exercise responsible, ethical behavior.
The Internet is a global network of information. The information available ranges from being useful and scholarly to being incorrect, possibly plagiarized, and offensive. There are no gatekeepers or systems of censorship in place on the Internet. The student bears responsibility for their conduct while engaged in RVS courses, both in terms of how they interact with others and in how they demonstrate mastery of course objectives.
2. Respect individuals' freedom from harassment.
Students will protect the privacy of classmates. Students will not publish any names, passwords, email addresses, or other information pertaining to other students. Students understand the RVS courses require use of e-mail and discussion boards as means of communication and learning; therefore, respect these technologies as means of instruction. Students will not use these or other forms of communication as a means to harass people via the Internet, including administrators, teachers, and other students.
3. Utilize the technology and the RVS Learning Management System in a respectful manner. Students will not use the RVS network for any commercial or illegal activity. Students will follow rules, written and unwritten, pertaining to Internet etiquette, and communicate respectfully to all people. Students will not attempt to bypass security protocols on servers or workstations.
4. Adhere to the Riverside Unified School District's Acceptable Use Policy.
5. Violation of any part of this agreement or engaging in any other activity that school authorities consider inappropriate will be subject to disciplinary action consistent with RUSD policies and procedures. Discipline could include, but would not be limited to, immediate suspension or termination of Internet access to the RVS courses. Any attempt to break into or tamper with the system operations, including any student records or grades, will result in cancellation of RVS privileges.
6. Credit for online courses will be granted to students by RUSD in accordance with established district policies.
7. Online courses are approved for credit by the Board of Education consistent with any other instructional delivery. All district policies related to academic honesty, participation, and attendance will apply to online courses.

Online Attendance Policy

Online learning is an optional instructional strategy by which enrolled students may reach District curriculum objectives and fulfill graduation requirements outside of the regular classroom setting. Authorization for online learning is found in *California Education Code, Article 1.5, Section 51705 (AB 294)*.

1. All students are required to log into their RVS course on a daily basis in order to maintain enrollment and be considered in attendance. Students need to make a major commitment and must interact with the content, discussion boards, and other course materials daily. If a student is unable to login to the system within each 24-hour weekday, for any reason, they need to make direct contact with their instructor for direction. Students must keep current and/or make up all coursework.
2. After two days of inactivity, the instructor and/or Site RVS Coordinator will make every effort to contact student and/or parent. All communication and communication attempts with student and/or parent must be documented. Students are required to makeup the work and catch up with the rest of the class within four days of absence without it affecting their grade. If students do not catch up after the four-day period, their work will be considered late or missing unless an individualized learning plan is negotiated between the student, their parent, and the course instructor.
3. A letter will be sent home after the end of five consecutive days of absence informing the student and their parent that they are in danger of being withdrawn from the class. The ability or inability of a student to be successful in the online learning environment will be strongly considered when authorizing access to future RVS classes.
4. Student may be withdrawn and given an incomplete after two weeks (10 days) of non-participation. Access to the RVS Blackboard will be blocked upon withdrawal. A student may re-enroll into the course with permission from the instructor and site administrator. A newly signed school-parents student compact letter must be submitted upon re-enrollment.
5. Student must make up all missed work by completing an individualized learning plan agreed upon by the teacher and student when re-enrolling.
6. Per district policy, students withdrawing from an online class, after established district-wide deadlines, will be issued the grade of W/I or W/F on their official high school transcript.

Riverside Unified School District
Riverside Virtual School
4011 Fourteenth St, Riverside, CA 92501
Telephone: (951) 276-2006 Fax: (951) 778-5684

David Haglund *Principal*
Charles Hyde *Blackboard System Admin*
Judy Dunbar *Principal's Secretary*

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PARENT – STUDENT CONTRACT, COMPACT AND POLICIES

Since this is a unique learning opportunity, we are requiring all parents to formally acknowledge enrollment of their son or daughter in any online course. Student and parent signatures are required.

We have received the Parent-Student Contract, Compact and Policies Packet. We agree to the conditions and understand what is expected to successfully complete the online course. We understand it is the student's responsibility to attend all face-to-face meetings, to find the means to login to the course, to fulfill all course requirements as directed, and to successfully pass the proctored mid-term and final exams. Failure to do so will result in the necessity to repeat the course in a traditional format.

Student Name (Please print)

Student's Signature

Date

Parent/Guardian Name (Please print)

Parent/Guardian Signature

Date

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