



Welcome to Romeo Virtual Academy! The intent of this letter is to share all steps of the process of joining RVA and be clear about the expectations and requirements of being a virtual student (and supporting parent). Taking an online class is a lot of responsibility for students. Self-discipline and organizational skills are highly valuable. Online courses often require more reading and writing than traditional courses. Your course provider offers “Student Orientation” modules to help you become acclimated to the learning management system as well as tips and tricks for completing assignments and staying on track with your pacing guide. If this is your first experience with these course providers, completion of this module is required before you continue with your other courses. RVA middle school students in grades 6-8 are enrolled in 7 classes as required by Michigan State Standards. RVA high school students will take 6 classes that satisfy all Michigan Merit Curriculum requirements which will also include opportunities to take elective courses.

Joining RVA

Below are the steps in the process that need to be completed when joining RVA:

- Scheduling meeting with counselor
 - Review transcripts - Determine what courses student needs to work towards graduation
 - Establish student schedule - The schedule will be developed to meet the criteria of the Michigan Merit Curriculum, while also allowing students to choose available electives (when applicable)
- Meeting with Mentor to develop an individualized virtual learning plan:
 - Develop pacing guide - The mentor will work with the student to create a pacing guide that best fits the needs of each student, while also ensuring completion of all courses within the semester. The pacing guide will lay out what classes to work on and what percentage of the course needs to be completed each week. Students must keep pace with the pacing guide to remain a student in RVA
 - Schedule weekly mentor meetings - Together, the mentor and student will schedule a recurring weekly meeting that can be in-person or virtual (via Google Meet). These will be quick 10 minute meetings to check on the student’s progress, grades, and ensure s/he is keeping pace with the pacing guide. Parents are encouraged to join the weekly student/mentor meetings
- Attend RVA orientation (in person or remotely)
 - Technology distribution - Each RVA student will receive a Chromebook for use in their online classes if one has not already been provided by the district.
 - Learning management system overview - A tutorial of how to use the online course provider’s website including; accessing resources, submitting assignments, checking grades and progress, etc.
 - Review student expectations - Since virtual learning lacks the structure of in-person learning, it is imperative that students maintain a schedule, regular attendance/engagement, and a pace to ensure they are able to complete all courses by the end of the semester. **The following are required for students to remain a Romeo Virtual Academy student:**
 - Attend weekly scheduled meetings with his/her mentor (in-person or remotely). In this meeting, the student and mentor will discuss grades, pace, progress, etc.
 - Maintain a minimum pace, with passing grades, as is specified by each student’s individualized pacing guide. This pacing guide will outline the amount of progress that needs to be made in each course, each week
 - Meet all requirements for Count Day each semester. Mentors can provide specifics on Count Day requirements



Resources

Weekly Mentor Meetings - As is described above, students are required to meet with their mentor weekly; either in-person or remotely. This meeting is mandatory as it is imperative that students stay on pace to be successful in an online learning environment

Learning Lab - In the Learning Lab, students can meet with their mentor, have a quiet place to work, and/or receive academic support. The Learning Lab hours for the 2022-2023 school year have not been determined at this time. It is housed in the new Ninth Grade Academy building (Powell building). The address is 62100 Jewell Rd. Washington. Use the front or north entrance of the building where the bus drop-off loop is and enter the main doors. Signs will point you to the lab from there.

Tutoring - In addition to the Learning Lab, RVA students are also able to attend any tutoring offered by Romeo High School.

Other Important Information

Communication - In addition to the weekly mentor meetings, it is important for students (and parents) to be in regular communication with his/her mentor. Students and parents will need to provide various forms of communication including phone numbers (including student cell phone numbers) and email addresses. Email needs to be checked and replied to regularly by both students and parents.

Extra-Curricular Activities - RVA students are welcome and encouraged to participate in any extracurricular activity provided by Romeo High School. This includes, but is not limited to, athletics, clubs, sports, and dances. Academic and attendance expectations for athletics are expected for all students including RVA students.

State Standardized Testing Policy - In order to be promoted or meet graduation requirements for a diploma, all Romeo Community Schools' students at the elementary, middle, and high school levels are required to take all M-Step, PSAT, SAT, WorkKeys assessments and/or any other State or Federal required assessments and are expected to put forth their best effort.

Class Ranking - Students who graduate from RVA are not ranked with the other members of their class that attend school in-person and are not eligible for the top ten or valedictorian or salutatorian titles. Students are eligible for other academic honors including but not limited to, honor roll, National Honor Society and scholarships.

I have read, understand, and agree to abide by the requirements outlined in this letter and the [Romeo Community Schools Student-Parent Handbook](#). I agree to attend weekly mentor meetings and keep pace with my individualized pacing guide.

Student Signature

Date

Parent Signature

Date

Student cell phone: _____ Student grade: _____

Parent cell phone: _____ Parent email: _____



Waiver Signatures

Student Acknowledgment and Understanding:

I have read, understood and acknowledged all of the expectations and the policy set forth in this document. I agree to abide by the guidelines as stated.

Signature of Student

Date

Student Cell Phone Number _____

Parent/Guardian Acknowledgement and Understanding:

I have read and understand the student policy and stated expectations for my child and agree to support the Romeo Virtual Academy Online Learning Expectations. I understand that participation in my child's education will help determine his/her likelihood of success in the program. Therefore, I will monitor and support my student in his/her studies. I agree to be accessible and readily available to the mentor or online teacher to discuss my child's progress and development. I understand time management and daily work is vital to my student's success. I understand my child must fulfill program expectations in order to remain enrolled. Failure to follow these policies may result in dismissal from the program.

Parent/Guardian Signature

Date

*****For Office Use*****

Designated School Official/Title

Date

Mentor Teacher assigned

Date

EDP reviewed

Date