Orient-Macksburg Community School District

Virtual Education (Online Learning)

Orient-Macksburg Virtual School Handbook: 2020-21
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Orient-Macksburg Virtual Education Handbook

Welcome to the Orient-Macksburg Virtual School Program

<u>Overview</u>

The Orient-Macksburg Virtual School Program was created and implemented for the 2020-2021 school year and beyond. The program offering is established to better serve the unmet needs of some of our students and move toward preparing all students for the 21st Century Skills necessary in their futures.

The Orient-Macksburg School Community School District will partner with APEX Learning, as well as the Iowa Department of Education and Google Classroom to provide viable course options for our students. The option for OM students to receive online instruction from Creston Community School District as part of shared course agreements will also remain in place and evaluated on a yearly basis.

- Relevant courses in flexible locations in a virtual environment
- High quality, interactive courses aligned to state and national standards
- Elementary, Middle, and High School level curriculum
- Variety of course options as approved by the OM Board of Education
- AP courses available through SWCC
- Semester courses for credit deficient students and others unable to successfully participate in a traditional setting
- A solution for schedule conflicts, home-based learners, homebound, adjudication, truancy, expulsions, teen parents, and other special needs
- Modified rates of learning to accommodate the student -traditional, accelerated or extended
- Preparation for future training in post-secondary educational and work environments

O-M's Virtual courses are aligned to national and state standards. Course goals and objectives will be available upon request. Students currently enrolled at O-M full-time can enrich their course selection with courses not currently offered. However, online courses cannot supplant courses offered on-site unless approved by administration. Students in a fulltime, home based learning environment have access to all available coursework. All courses are 1-2 semester courses and will follow the O-M School's semester schedule as outlined by the district's current calendar. The number of concurrent courses, being completed at any one time, will be determined by the school district. Each student will work with district staff to develop a virtual education plan. All courses are taught by Iowa certified teachers.

What is Virtual 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 a structured environment via the internet. The courses offer a flexible pace, schedule, and location. Virtual learning students have the same expectations to complete course work as their peers receive in a traditional setting; including the same instruction and support from O-M, Creston, APEX, SWCC, including AEA Greenhill support services. With trained and certified teachers, students receive one-on-one attention and communications on an ongoing basis throughout the course. Students get upfront attention from their online instructor.

Local Resident Advantages

Residents of the Orient-Macksburg Community School District have some advantages attending online programs. Living in the area of your virtual school allows for access to participation in extra-curricular and co-curricular activities, school events, and networking with a peer group. Additionally, students have the support of our technology department, school counseling staff, administration, and pupil services. Many students may also want to take courses on-site. Only O-M students are eligible for admission to the Orient-Macksburg Virtual School Program.

Local Education Support

Multiple partners will serve as the local facilitator(s) for the student who takes a virtual course – OM admin team; school counselor, teachers, and outside support from Creston CSD, APEX, AEA Greenhill, and SWCC. The assigned facilitator will act as a support system for the virtually educated student and as a liaison between the student and virtual course instructor when problems arise. The student will also have a virtual instructor who is responsible for monitoring student academic achievement. Students will be able to communicate with the virtual instructor regarding course content by phone or through e-mail. Students can schedule real-time appointments with their online instructor. The student is encouraged to check in with their assigned facilitator to address questions or concerns.

Student Commitment

Students must commit to completing any virtual course taken within the Orient-Macksburg school calendar. To be considered as a full time Orient-Macksburg Virtual School 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 the virtual learning team and the student's family. The cooperation with the student, virtual teacher, parents and coach, will determine if the student will be successful in the virtual course environment within the first 14 days of the course being started. This placement will be determined by the School District of Orient-Macksburg. If a student drops or decides not to continue the virtual course within the 14-day limit noted above, courses can be dropped. Students, who drop, fail to complete, discontinue, or fail virtual school courses may jeopardize their continued enrollment in virtual education opportunities. All required class assignments and assessments needs to be completed and graded by the online instructor before the end of the semester according to the current Orient-Macksburg School's calendar. Students who fail to complete all required class assignments and assessments will have to pay any required fees.

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. This exit plan may include but is not limited to the following; student attending or re-entering a traditional classroom setting or student attending on a modified daily schedule.

Enrollment Procedures

Students must complete an application for virtual programming. Students who are new to the district must also complete student registration materials. Only district residents are eligible to complete virtual educational programming. Once the application for virtual programming has been approved, students and parents will meet with school personnel to develop an individualized program plan.

Student Selection

Students will be recommended or approved upon the following criteria:

High	Medium	Low
- Accelerated Curriculum - Students with educational needs not met within the curriculum - Home school students - Expelled students recommended by the Board of Education Failed Classes	- Homebound- refer to board policy - Enrichment - Habitual Truants - Remediation - Other individually defined criteria	- Expelled students not recommended by the board of education

Special Needs

Students with special education considerations should direct questions to our Elementary, Middle or High School Special Education Teacher(s).

Individualized Program Planning

Our instructional intent is to provide online opportunities for students in grades K−12. Orient-Macksburg Virtual courses are aligned to national and state standards. Course goals and objectives will be available upon request. Students currently enrolled at O-M full-time can enrich their course selection with courses not currently offered. However, online courses cannot supplant courses offered on-site unless approved by administration. Students in a fulltime home-based learning environment has access to all available coursework. All courses are 1-2 semester courses and will follow the Orient-Macksburg School's semester schedule as outlined by the district's current calendar. The number of concurrent courses, being completed at any one time, will be determined by the school district Teacher Leadership Committee (TLC) working with the student and parents. Students will work with a counselor to develop a yearlong plan that meets the board-established criteria for a full-time student and leads to the completion of graduation requirements. If a home-based learner is participating on a part-time basis, parents must file an application for home-based learning with the Department of Public Instruction.

Students may opt to take one course at a time or several courses over a longer period of time. Nonetheless, virtual learning students are required to complete eight classes a

semester to stay current on graduation requirements. Students can expect to spend just as many hours completing an online course as they would complete a course in a traditional setting. Minimally students should plan to spend 5-7 hours per week on each semester long course.

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.

Virtual school students are required to take any and all Iowa Assessments as required. All education students will be tested during the state recommended testing window. The testing window(s) for students will receive advance notice. Students enrolled in the Orient-Macksburg Virtual Education Program will abide by all polices set forth by the Iowa Department of Education – Virtual Learning Guidelines.

Transfer Credits

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

School Activities

Students will be allowed to participate in traditional school activities (co-curricular or extracurricular) in accordance with School Board Policy. In order for students to be eligible to participate in athletics or co-curricular activities, the student needs to maintain a D- or higher in all classes.

District codes of conduct, dress, and the activities code pertain to virtual students in the same manner as traditional school students.

Grading

All online grades will be based on a 4.0 pt. scale and monitored by Orient-Macksburg Community School District. Grades will be used to calculate

GPA. Students who complete 6 or less credits within Virtual Education are able to count grades toward class rank.

The Following grading scale (percent) will be used:

100 -93%	=A
92-90%	=A-
89-87%	=B+
86-83%	=B
82-80%	=B-
79-77%	=C+
76-73%	=C
72-70%	=C-
69-67%	=D+
66-63%	=D
62-60%	=D-
59-0%	=F

Weighting Student Work:

Virtual learning students complete all the same work as students in a traditional setting; completed assignments will count 25% of their grade; the other 75% of their grade may consist of the following assessments: tests, quizzes, essays, projects, etc.

Late Student Work:

Virtual learning students are required to meet the same teacher expectations as students in a traditional setting when turning in completed assignments. Online learners who turn-in late assignments are subject to an evaluation of their work and continuation in the course. A review of any and all board policies by teacher and administration will be considered in determining the student's advancement or dismissal from the course.

Plagiarism:

Virtual learning students will adhere to any and all board policies regarding plagiarism, using the Internet and approved regulations (Code No. 605.6R1; 605.7).

Graduation Requirements

The District awards diplomas to recognize students who have met academic requirements of the District. In order to graduate from Orient-Macksburg High School and receive a diploma, a student must satisfy the requirements set by the Orient-Macksburg School Board. The policy requirements are grounded in the District's curriculum and state law requirements applicable to granting a diploma. The Orient-Macksburg High School educational program is designed to be completed in four years or eight semesters. Early graduation may be granted in accordance with district procedures. Students' class rank will not be affected by those students required to complete online learning courses. Students who complete four years of full-time virtual education are not eligible for class rank or selection as class valedictorian or salutatorian.

Iowa Department of Education – Virtual Learning Guidelines

The Orient-Macksburg Community School District will support all Virtual Learning Guidelines and decision made by Iowa Department of Education – Virtual Learning. OM will drop a student from enrolled coursework if student does not turn in any assignments within the first fourteen days of each class. In addition, OM is requiring the student to complete the first 14 days of the course before making a determination to drop the course. If the student no longer would like to proceed with the coursework it must be dropped before the fourteen-day trial period is up, as well as pay any fees associated with the course.

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, weekly meetings and communication with the online teacher. Online learners must be present during assigned class period presentations via Google Meet, Zoom, or another internet meeting platform.

The minimum attendance requirement is to successfully submit all required assignments including homework. Appropriately complete assignment(s) for each online course every calendar week, except designated vacation weeks. Any student not meeting this expectation will be contacted by their teacher, and/or facilitator for corrective action.

Not meeting the minimum attendance requirement for any three weeks in a semester for any course (or combination of courses if enrolled in more than one courses) is considered Habitual Truancy and is therefore in violation of Iowa's Compulsory Attendance Statutes that require a child attend school regularly until graduation from high school, or until the end of the semester in which he/she turns 16 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 as per District Policy- (Acceptable Use Policy). Students will be asked to sign the district code during the enrollment process.

1. If providing your own equipment, you will need district specified equipment. Technical support will be determined by OM CSD.
2. Students will be provided a District owned laptop for on-line learning.
3. If you are experiencing difficulties first use the help options within the course. Then ask your online teacher. If the problem is still not solved contact O-M's Tech Director. This person will then help or find the appropriate support.
4. You cannot install hardware or software into district equipment.
5. Students will need Microsoft Word and PowerPoint for most classes.
6. If materials for science projects are needed, the student will need to set up an appointment with Creston CSD or SWCC to complete the experiment or project at an agreed location.
7. If other supplies are needed it is the student's responsibility to notify the O-M teacher or facilitator of this request.

Keys to Success in Virtual Courses

Students who are able to demonstrate the following discipline may be more successful at virtual coursework:

- Schedule time each day to work on the course
- Read all information, view all resources, and be responsible for understanding the information.
- Communicate regularly with the online teacher.
- Work closely with a school counselor to plan appropriate course selection and to communicate needs.
- Notify the teacher or facilitator of the class when planning to be out of town for any period exceeding 2 school days.

Orient-Macksburg Virtual School Program

Virtual Learning Approval Form

Enrollment cannot be completed without the information requested below

Date: _____

Term of requested enrollment: _____

Student Name:

_____

Current address: _____

_____
(Street)   (City)

Phone: _____

Email: _____

Current grade in school: _____   Date of Birth: _____   Male _____ Female_____

Parent/Guardian Name:

_____

Phone: _____ Email: _____

Seeking to enroll as a full-time virtual student? Y N Part-time virtual student? Y N

Grade level/number of courses requested: _____ grade level   _____ number of courses

On-campus course request:_____

Does student work outside of school? Y or N Hours/week? _____Location: _____

Has student ever taken a virtual course? Y or N If yes, was it successful? Y or N

Can student:

- Guarantee 5-10 hours of independent work per week for each high school virtual courses? Y or N

When does student plan to access courses?   _____ Daily   _____ Every other day

What time of day will student be accessing virtual courses? _____

Pace of Study:

Traditional_____ Accelerated _____Extended _____

What is students primary reason for using virtual education as an option? (select all that apply)

__ Trying to make up credits
__ Completing local graduation requirements
__ Excluded from attendance at local high school
__ No summer school program available
__ Enrolled in alternative school
__ Homebound/extended illness
__ Taking classes not offered on campus
__ Other (please specify) _____

Students, Parent/Guardian Narrative:

Student:

Explain why you feel a virtual learning environment will meet your educational needs?

If you are applying for a course that is offered in the traditional setting, what extenuating circumstances should be taken into consideration when determining approval?

Learning in a virtual school environment requires a great deal of self-discipline, motivation, and initiative to complete each course on time. Explain how this commitment will impact your life?

When and where in your schedule will you be able to structure the time and environment to make this a successful experience? What might a typical week's learning experience look like for you?

Student Signature: _____ Date: _____

Parent/Guardian:

In what ways will you be able to support and encourage this student in a virtual school environment? Do you feel this student possesses the motivation, initiative, and positive attitude that are essential to being successful in such a flexible learning environment?

Parent/Guardian Signature: _____Date: _____

I have read and understand the above Orient Macksburg Virtual School Program Handbook and agree to abide by these expectations. Failure to do so may result in investigation and consequences up to and including being terminated from the online courses.

Student: _____ Date: _____

Parent: _____ Date: _____

For office use only:

Equipment Identification: _____

Serial numbers:

    Computer: _____

    Monitor (if separate) _____

    Modem: _____