



**1st-6th Grade
Student/Parent Virtual
Course Handbook**

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Introduction

This guide is for parents/guardians considering enrolling their child in the Ozark Virtual School (OVS) provided by Ozark School District. In the pages that follow, you will find information about the:

- Profile and expectations of an online learner.
- Basic virtual learning procedures and practices.
- Resources and supports Ozark School District provides virtual learners.
- Processes to enroll in virtual courses.

Senate Bill 603 at a Glance

In the spring of 2018, Senate Bill 603 passed expanding the online learning opportunities for Missouri students. Highlights of this legislation are below.

- The school district must adopt a policy that creates a process for students to enroll in virtual courses and may include consulting with a school counselor.
- The school district must pay for eligible K-12 students to take virtual courses as long as the student:
 - Resides in the district.
 - Is currently enrolled in the district.
 - Was enrolled full-time in a public school the previous semester.
- School districts are not required to pay for courses beyond full-time enrollment. Therefore, if a student is already enrolled in seven courses in a semester during the regular year (or two courses during the summer school session), the district is not required to pay for additional classes.
- School districts are able to determine a student's eligibility to enroll in an online course and can refuse enrollment based on the "best educational interest of the child" in accordance with 161.670 RSMo and School Board policy IGCD.

What is Ozark Virtual School?

The OVS mission is to offer Ozark students access to high-quality courses and interactive virtual learning that is neither time nor place dependent—taught by highly qualified and experienced Ozark teachers.

Ozark School Districts wants to offer a virtual learning option for families who prefer an alternate learning environment. Using the OVS learning platform, students can take courses from any internet-connected computer, available 24-hours a day, seven days a week.

This program is considered synchronous, meaning that students will be taught live lessons. Families should expect their students to be logged into a computer for a portion of each school day, interacting with the teacher and other students.

OVS is operated and overseen by Ozark School District and is currently offered in grades first through high school. Depending upon staff availability and student requests, a student may be

able to complete all academic requirements online. OVS courses are designed by Ozark staff and aligned to district and state standards. A formal review process is built into all course development to ensure high quality and rigor.

What is MoCAP? Who is the Preferred Provider?

Local school districts and charter schools may use a preferred online provider. The Ozark School District's preferred provider, if not choosing Ozark Virtual School (OVS), is Missouri Connections. Missouri Connections is partnered with Ozark to offer a variety of high-quality courses.

Why Consider Virtual Learning?

Students take virtual courses for a variety of reasons. It expands the range of courses and opportunities for some students, particularly if a student cannot access an in-person course due to scheduling conflicts. Other students may use virtual course opportunities for credit recovery, as a viable homebound option or they may simply prefer the virtual learning format.

From a student's point of view, virtual learning may be attractive because:

- It fits the student's schedule meeting individual needs and learning goals.
- It is relevant to the online life many students lead.
- It is available to students 24 hours a day.

Profile of a Successful Virtual Student

There are many considerations when determining whether a student is well-suited to a virtual learning environment. Parents and students should be aware that virtual courses are equal or exceed those of traditional in-person courses. Virtual instruction places much more responsibility on the student. A student should plan to spend at least one hour a day, five days a week, on each course. In other words, at least five hours per week on each course. This is similar to the amount of time a student would spend in a course at Ozark's "brick and mortar" schools. Instructors with virtual teaching experience agree that students who are typically successful at virtual learning have the following critical characteristics:

- Good Time Management - Can the student create and maintain a study schedule throughout the semester without face-to-face interaction with a teacher?
- Effective Communication - Can the student ask for help, make contact with other students and/or instructors online, and ask questions regarding the learning materials using email?

- Independent Study Habits - Can the student study and complete assignments without direct supervision and maintain the self-discipline necessary to complete work?
- Self-Motivation - Does the student have a strong desire to learn in a virtual environment?
- Academic Readiness - Does the student have the basic reading, writing, math, and computer literacy skills to succeed in a virtual learning environment?
- Technology Proficiency - Can the student open, create and save documents, use various technology tools, and identify file formats (e.g., doc, xls, pdf, jpg)?

Making the Decision

In the process of deciding a student's readiness to enroll in virtual classes, the parent and student must decide if virtual learning is the most effective way to learn. Here are additional questions to consider.

Technology

- What are the technical requirements for the courses the student wants/needs to take?
- Can the parent/guardian provide the internet access the student needs?
- How technologically savvy are the parents and student?

Learning Environment

- Is there a quiet area in the home where the student can work, or does the student have easy access to a facility that provides this environment (such as the public library)?
- Is there a regular, designated time of day where the student may work on the course(s)?
- Is the student willing and able to ask for help when needed?

Enrollment Procedures

In order to enroll in a virtual course under the provisions of Senate Bill 603, students must be a resident in the Ozark School District and enroll in the district.

- Upon determining that online learning is a viable option for a student, parents should contact their building's counselor to enroll.
- A meeting will be scheduled with the student's counselor to determine the student's eligibility. The school district may deny a request to enroll in a virtual course at district cost if one or more of the following is true:
 - The student has failed or did not receive a passing grade in a previous virtual course(s).
 - Other factors indicate the virtual learning placement is not in the educational best interest of the student.

OVS Calendar

Ozark Virtual School follows the same calendar as Ozark School District's in-person [calendar](#).

Homeschool Students

Homeschool students may enroll in the Ozark Virtual School.

- The student must reside in the district and provide proof of residency.
- The student must enroll in OVS courses only and are not eligible for district-pay MOCAP courses until they've attended Ozark School District for at least one semester.
- The student must meet all of the OVS expectations.

Transitioning to Seated Instruction

Should the student and parents decide to transition back to a seated learning environment after attending virtual courses, they will need to work through the building principal and counselor to transition back to in-person courses.

Late Enrollment

If a student begins the semester with in-person courses and then prefers virtual courses with OVS, they may enroll beginning the next quarter. Space and course availability may be limited.

OVS Attendance Expectations

In an effort to maintain accurate attendance records for virtual courses, student login is monitored weekly by the Ozark School District.

- A student is considered a "no-show" if he or she has not logged into and participated in their course within five days without prior approval. If this occurs, the student will transition to in-person learning.
- Without prior approval, if a student has failed to log in and participate in their virtual classes for 15 days and the teacher has been unable to make any contact with the student or family, the teacher will alert the counselor. An educational neglect hotline call may be placed with the Division of Child Services.

Progress Monitoring & Grading

In order to monitor their student's progress, parents are provided parent observer accounts in Canvas Learning Platform. Parents will be able to view their student's grades, assignments, events, and course interactions. Grading policies will be communicated through the course syllabus.

Supporting an OVS Student

Throughout the student's participation in the virtual course, it is best practice to do the following:

- Set up a study space that includes the required technology
- Be prepared for technical issues that may arise
- Review the syllabus with the student
- Define expectations for when and where the student will work on the course
- Reinforce that virtual courses are as important as in-person courses and become a part of the educational record
- Help the student to establish a routine for working in an online environment
- Monitor the student's progress
- Contact the student's teacher to discuss absences or for other learning questions

Getting Started After Enrollment

Prior to Day 1

- The building counselor will provide the student with an enrollment notification; it includes login information and a course list.
- Ensure the necessary devices are charged and ready to go.

Day 1

- All OVS courses are offered through Canvas, login to the Canvas Learning Platform.
- Watch the introductory announcement for the course(s).

Throughout the Course

- Start each learning day by checking the Canvas inbox.
- Read recent feedback given by the teacher.
- Check the calendar for due dates.
- Keep a steady work schedule throughout each module.

Additional Support

- Students and teachers can send messages to one another through the Inbox feature in Canvas. The typical response time is within 24 hours, Monday-Friday.

- Video announcements may be posted weekly on the course homepage and provide information for the week, including the teacher's office hours.
- Teachers may host video conference opportunities for the whole class, small groups, and individual students. These conferences are recorded and available for a student to watch later. *It is important to note that these conferences should not be shared via other social media platforms.*
- Teachers will make weekly contact with parents if a student is inactive or failing.

Navigating Canvas

Ozark Virtual School uses Canvas as the learning platform for all virtual classes. The following features may be helpful to the student and parent.

Announcements: OVS teachers may post a video announcement every week. Students should watch these for important information regarding the course.

Feedback: Teachers provide feedback through scoring guides and comments. Students should read and respond to the feedback in order to enhance their performance in the course.

Instructor Information: Relevant instructor information is provided on the Canvas course home page.

To Do: In this section, the student will find a list of assignments and due dates. The list is located on the course homepage and leads the student to videos, discussion boards, and other assignments. The calendar tab also provides a list of due dates.

Grades: The grades tab allows the student to see current progress in the OVS course and see the teacher's feedback comments. Please note: The grades shown in Canvas will not be immediately available in the SIS Parent Portal grade book.

Syllabus: This link provides the syllabus for the course. It outlines the course's major topics and units of study.

Google Drive: Students may use Google Drive to complete many of the assignments and may use Google files to upload assignments into Canvas.

Plagiarism/Academic Dishonesty

Academic dishonesty includes any of the following: cheating on tests, assignments, projects, or similar activities; plagiarism; claiming credit for another person's work; fabrication of facts, sources, or other supporting material; unauthorized collaboration; facilitating academic dishonesty; and other misconduct related to academics.

Should it be found that a student has been academically dishonest, the consequences will be applied:

First Offense: No credit for the work, grade reduction, or replacement assignment
Subsequent Offences: No credit for the work, grade reduction, course failure, or removal from extracurricular activities. See School Board policy [JG-R1](#).

State Testing

All OVS students must participate in the required State of Missouri Assessment Program (MAP) testing. MAP tests measure a student's progress toward mastery of the state's educational Show-Me Standards. **All testing is conducted in person, in a specified Ozark building.**

- **MAP Grade-Level Assessment:** All Missouri students in grades 3-8 must take the MAP test in communication arts and math. Students in either 5th and 8th grades must also take the MAP test in science.

IEP/504 Students

Instructors are trained to accommodate students' needs. Before enrollment in virtual coursework, the student's IEP/504 team will assist the family to determine the student's eligibility. Depending upon the student's specific needs, the IEP/504 team may meet to discuss whether online coursework is appropriate. If the IEP/504 team determines the student may enroll in online coursework, the school's process coordinator will email the student's virtual learning team. Accommodations will be made accordingly.

School Activities and Clubs

All virtual students may attend school activities, intramurals, and clubs but transportation is the responsibility of the parent. If a student is interested in a specific activity they should contact the school office for information about meeting times, etc.

Contacts

Building Counselors

In office from August 2-June 9

Middle School			
	Danielle Monsanto (7th)	daniellemonsanto@ozarktigers.org	417-582-4819
	Cheryl Helton (6th)	cherylhelton@ozarktigers.org	417-582-4820
Ozark East			
	Jeanie English	jeanieenglish@ozarktigers.org	417-582-5779
Ozark West			
	Melinda Rice	melindarice@ozarktigers.org	417-582-5754
Ozark North			
	Amber Martin	ambermartin@ozarktigers.org	417-582-4779
Ozark South			
	Craig Kondracki	craigkondracki@ozarktigers.org	417-582-5905

Digital Learning Support:
Contact your child's teacher

Direct additional questions to:

District Office			
	Executive Director of Elementary Education:		
	Kent Sappington	kentsappington@ozarktigers.org	417-582-5966
	Executive Director of Secondary Education:		
	Gerald Chambers	geraldchambers@ozarktigers.org	417-582-5962
	Virtual Learning and Data Specialist		
	Rachelle Bell	rachellebell@ozarktigers.org	417-582-5958

1st-6th Grade OVS Course List

Course

English Language Arts (Grade Level)
Mathematics (Grade Level)
Science (Grade Level)
Social Studies (Grade Level)
Music (Grade Level)
Art (Grade Level)
PE (Grade Level)

Request to Enroll in Virtual Course(s) Through Ozark Virtual School



Ozark Virtual School is an online learning program designed, developed and taught by Ozark teachers utilizing high quality courses

School: _____

Student Name(First, Middle, Last):

Grade Level: _____

Does student have an IEP (circle one)? Yes No Does

student have a 504 (circle one)? Yes No

Parent/Guardian Name(First, Last): _____

Parent/Guardian Phone Number(444-444-4444): _____

Parent/Guardian Email: _____

Parent/Guardian Address: _____

Student Signature: _____ **Date:** _____

Parent Signature: _____ **Date:** _____

Principal Signature: _____ **Date:** _____

OFFICE USE ONLY

Approved by: _____
Denied by: _____
Reason: _____

1st-6th Grade students must have an Individual Learning Plan on file.

[1st Grade ILP](#)

[3rd Grade ILP](#)

[5th Grade ILP](#)

[2nd Grade ILP](#)

[4th Grade ILP](#)

[6th Grade ILP](#)