Oklahoma Virtual Charter Academy – Acknowledgement of Expectations and School Policies

Orientation

The Oklahoma Virtual Charter Academy hosts mandatory Start-Up Success Sessions for all new applicants. The Learning Coach or Legal Guardian and student must attend. The Start-Up Success Session must be completed before the student's enrollment can be approved.

Upon approval, additional orientation includes completing the Introduction to Online Learning Course. This course is designed to familiarize students and learning coaches with the Online School platform and other tools required to succeed in our school.

Attendance

Attendance must be logged Monday through Friday. However, academic progress can be achieved during the weekends as well.   Progress is measured by completion of the online curriculum, offline assignments, and submission of work samples. Anytime during the school week that the student is not completing work must be reported to their homeroom teacher. Our school is required to track attendance according to state law.   Students that do not meet attendance requirements or adequate progress may be found truant and/or withdrawn from out school.

Teacher Support

Families are expected to maintain communication with the school and teachers on a regular basis.   Kmail is our school's internal email system and serves as the primary means of communication with our teachers and school. Learning Coaches must check their Kmail on a daily basis.

Phone conferences and/or live online class connect meetings will be initiated by the teacher as needed and all parties will be expected to have access to all curriculum materials and a computer for these conferences. Face-to-face meetings may be requested as well.

Family Contact Information

A working phone number, email address, and current physical, mailing and shipping addresses must be provided throughout school year. Families are required to notify all teachers and/or school administration of any changes in contact information as they occur.

Course Work

Kindergarten through 5th grade level course work is mastery-based. This consists of lessons that are followed by assessments, ensuring the student has mastered a particular area before moving on. The online assessments are integrated with the planning and progress tools, making it easy to find the right pace by subject and to stay on track.

Middle and High School courses have a regular weekly schedule of assignments and activities which are graded by a teacher. High School grade level course work is credit based.

Blackboard Collaborate is a "live" interactive virtual environment for communication, presentation, interaction and instruction. The Blackboard Collaborate interface provides a unique learning and teaching tool, capturing the essence of a "face-to-face" session. Blackboard Collaborate is delivered via the Internet where the moderator and participants (and guests) log in using a computer (PC or Mac) with an Internet connection (DSL or cable recommended) through a browser such as Microsoft IE or Mozilla Firefox. Users participate in interactive Web Conferencing sessions by talking, text messaging, listening and (optionally) video.

Blackboard Collaborate or similar services may be recorded for educational purposes, such as, but not limited to, providing the lessons to students who were absent and providing them to students for test preparation.

Testing

All students will be required to participate in state testing according to their grade level. State testing is completed in person and it is the family's responsibility to provide transportation to the testing location.

OVCA only tests in 6 locations around the state as required by state law. This may be more than 60 miles away for many families and it is not optional. The law requires OVCA to test in Oklahoma City and Tulsa and then in each of the four quadrants of the state. The specific dates, times and locations of the test will be provided in advance. Please note that failure to attend may result in your student being ineligible for re-enrollment.

Kindergarten-3rd grade:	DIBELS (Dynamic Indicators of Basic Early Literacy Skills) Testing
3rd, 4th, and 6th grade:	Reading and Math Criterion-Referenced Tests
7th grade:	Reading, Math and Geography Criterion-Referenced Tests
5th and 8th grade:	Reading, Math, History, Science and Writing Criterion-Referenced Tests
9th-12th grade:	End-of-Instruction Exams;
	Algebra 1, Algebra 2, Geometry, Biology, US History, English 2, English 3. HS Student must pass Algebra 1, English 2 and 2 of the remaining 5 core courses to graduate from HS

Baseline and Interim Assessments

All students will take a baseline assessment that assesses grade-level skills at the beginning of the year. Full participation in school level assessments is required. The parent, school academic team and teacher will receive the results. Based upon the students' strengths and weaknesses, teachers will develop an Individualized Learning Plan (ILP) for enrichment and/or remediation. The baseline assessment is not a placement test and does not change grade level or course placement. All students will also take quarterly interim assessments to further assess ongoing progress toward mastery of grade level skills. A student's individual plan for enrichment and/or remediation may be adjusted throughout the year based on the interim assessment, participation in web-based live classes and performance in course work.

Live Web-Based Classes (Class Connect)

In addition to the robust online curriculum, teachers hold live class sessions (Class Connect) in our web-based classroom to teach grade level skills, remediation, and/or enrichment. Students may be required to attend Class Connect as part of their individual plan. Failure to participate in required Class Connect sessions may result in your student be ineligible for re-enrollment.

Computer

All students must have a computer dedicated for schooling. Families that qualify for the National School Lunch Program for free or reduced-price lunches are eligible to receive a loaner computer for schooling. For those families that qualify, we offer one (1) desktop computer per family for K-8 students and (1) laptop computer per family for HS students. Families with both a HS student and K-8th grade student will only receive one computer per family.

Families that are using their own computer are responsible for ensuring their personal computer meets the required specifications for our Online School Platform. Please check the specifications by visiting the website below: http://www.k12.com/faqs/technical_requirements/

High Speed Internet

High Speed Internet access is required for enrollment for all students. It must be active by the first day of school and must be maintained for the duration of enrollment. For families who qualify for the USDA Free and Reduced Meals Program, regardless of whether they've requested and received a K12 computer or not, may qualify for the **internet stipend**. The stipend is pro- rated based on time of enrollment with the school. The student must remain enrolled until the end of the school year and be compliant with attendance, testing and academic progress requirements in order to receive the stipend which is issued mid-summer.

 Withdrawing From Current School

Students must remain enrolled in their current school until the student's official start with Oklahoma Virtual Academy.