Curriculum Guide
&
Student Handbook

2016-2017

Osceola Virtual School

http://ovss.osceolaschools.net/

Welcome to Osceola Virtual School!

This handbook will provide information about the school as well as helpful tips for success in the program. Please take the time to read the information in this booklet and contact us if you have any questions.

Osceola Virtual School

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Osceola Virtual Instruction Program

Providing the portal to 21st Century education online,

anytime and any place

Osceola Virtual School offers equitable access to high quality, individualized education, through the Internet and other distance learning technologies from grades K through 12 in Osceola County. This virtual environment provides flexibility of time and location, and promotes development of the skills, attitudes, and self-discipline necessary to achieve success in the 21st century. Osceola Virtual School offers students part-time and full-time enrollment. Full-time enrollment is required to earn a standard high school diploma entirely online.

Osceola Virtual School includes a variety of assessment techniques that address various learning styles and intelligence types. Online learning through Osceola Virtual Instruction Programs enable students to assume responsibility of their own learning. As a part of The School District of Osceola County, Osceola County Virtual School is fully accredited by the Southern Association of Colleges and Schools (SACS).

All courses offered are taught by highly qualified adjunct Osceola County teachers with regular online and phone office hours. Students and parents are encouraged to speak with their teachers regularly to enhance the educational experiences of their child.

Online Course Catalog can found at: http://app4.fldoe.org/coursecatalog/

OVS Full Time Student Enrollment Suggested Criteria

Osceola Virtual School is a school of choice and offers a full-time program for students in grades K- 12. Full-time OVS students are registered as public school students, take part in Florida Standards Assessment Test (FSA), End-of-Course Exams (EOC), Stanford Achievement Test (SAT10 – 3rd grade only); Post-Secondary Education Readiness Test (P.E.R.T.), ACCESS for ELL 2.0, Osceola Writes, I-Ready and Reading Plus, and other district and state testing. Students who did not attend **mandatory** testing will be withdrawn from the program.

Students have the opportunity to earn a standard Osceola County diploma. In order to be a successful full-time student with Osceola Virtual Instruction Program students should:

- Have been successfully promoted to the next grade level at the end of the previous school year with a 2.5 GPA or better. For mid-year entrance, student should have demonstrated success in first semester courses (grades of C or better)

- Attain one of the following minimum scores on previous year standardized tests:

    - FSA passing score in Reading and Math with a level 3 or higher

    - Stanford Achievement Test 10 Reading Score at 50th percentile or above

*Accepted students must meet all of Osceola County criteria as specified in the Osceola County School District Pupil Progression Plan in order to participate in our full-time program. Full-time students and parents must attend a **mandatory orientation** and submit a full time student application.

Special Note to applicants currently enrolled and receiving services in an Exceptional

Student Education program (ESE):

Osceola County School Board ESE Special Programs and Procedures states, "The district assures provision of full educational opportunity to all children with disabilities, aged three through twenty-one, using the kind and number of facilities, personnel, and services necessary to meet this goal. A free appropriate public education (FAPE) is available to all students with disabilities upon determination of need." Osceola County Virtual School is considered a "school of choice." This means that the special education or related services which were provided to your child at his/her previous school of enrollment **may not** be provided to him/her at Osceola Virtual School. Please utilize this information to make appropriate academic placement choices for your student for this coming school year and beyond.

Conditional Enrollment/Re-enrollment Agreement

Osceola Virtual Instruction Program requires all students to meet all conditions that foster a successful online education. During the first 14 days of a student's activation, he/she will be evaluated by teachers and guidance based on those conditions listed below.

Conditions defining a successful online student:

- Consistent parent/guardian supervision of student

- Maintaining pace in all courses

- Daily engagement in course activities

- Establishing regular communication with all teachers via email and/or phone

- Earning and maintaining grades of C or higher

- Earning appropriate credits/standards for end of year grade promotion

- Participating in all district/state standardized testing

- Honoring all rules and procedures established by Osceola County Virtual School and Osceola County Public Schools for student conduct, academic integrity, and netiquette

If during the initial 14 days, it is determined by Osceola Virtual Instruction Program that a student is **not recommended** for online education, he/she will be withdrawn with no grade penalty and referred to school assignment to pursue a different instructional venue.

If a parent chooses to keep their child enrolled after the 14 days grace period, and Osceola County Virtual School has **not recommended** him/her for online education, the parent should understand that this may result in failing grades and possible future withdrawal for which Osceola County Virtual will not be held responsible.

Meeting the listed conditions is a requirement for continued enrollment.

Academic Integrity

OVS expects a full commitment to academic integrity from each OVS student.

Academic integrity means:

- ⌨ Your work on each assignment will be completely your own

- ⌨ Your collaboration with another classmate on any assignment will be pre-approved by your instructor

- ⌨ You will not practice plagiarism in any form

- ⌨ You will not allow others to copy your work

- ⌨ You will not misuse content from the Internet

- ⌨ You will not provide assistance to anyone scheduled to take the same course semester/final exams in the future

- ⌨ Your parent/guardian will attest to the fact that your work is completely your own

OVS Academic Integrity: Violations and Consequences

Plagiarism: copying or using ideas or words (from another person, an online classmate, or an Internet or print source) and presenting them as your own; submitting another student's work or sharing files with other students, and/or inconsistencies between written assignments and oral assessments.

Security breaches such as: misuse of passwords, accessing another student's account, providing access to one's account to another student, misrepresenting oneself as another student, or illegally accessing any resources that are intended for instructional evaluation purposes.

1st Offense:

⌨ Teacher schedules phone call or conference with parent and student to advise of violation

⌨ Teacher advises student and parent that student must resubmit assignment(s) for 50% credit using his or her original ideas and work before proceeding to next assignment at the teacher's discretion.

2nd Offense:

⌨ Teacher schedules phone call or conference with parent, student and school administrator

⌨ Teacher advises student and parent that a "0" (F) on the assignment(s) in question will be issued. Student will complete the Academic Integrity Module within the course. If the academic concern continues, all exams will be proctored. If the violation occurred on an assessment, student will receive a "0" (F) with no opportunity for make- up.

⌨ For inconsistencies between written assignments and oral assessments, teachers will advise student that proctored exam(s) will be required at the OVS office.

3rd Offense:

⌨ Teacher schedules phone call or conference with parent, student and school administrator

⌨ Student is withdrawn from course with an F and may be withdrawn from the program

⌨ Student will lose the privilege to enroll in any additional OVS course(s) in the future

Student Contact and Drop Procedure

Only through continuous communication can students be successful in an online course. Within each course the instructor outlines the weekly minimum work requirements. It is essential that the student and instructor maintain regular contact. To ensure that our students are aware of this commitment, the process below will be followed:

Teachers are responsible for monitoring pace (attendance) of students and grades. When a student has not submitted any assignments in seven days, you want to reach out to the student and parent/guardian. Log all contacts.

Emphasize your concern regarding the student's progress. We want to express the fact that our priority is student success. The student is not learning when he/she is not making progress in the course.

- Teachers will maintain communication with students, parents, Osceola Virtual administration and OVS Professional school counselor via email, text or phone calls that are logged.

- Students not maintaining the 6% minimum course completion (10% enrolled in Honors courses) of each course per week will be notified via email, text or phone call.

- If the student does not submit the expected number of assignment(s) within a period of seven (7) consecutive days, the student and parent(s) should receive an e-mail or phone call notifying them of the student's unacceptable pace for submitting assignments and may be recommended for withdrawal.

- If the student does not respond by submitting all required assignments within fourteen (14) days of the initial contact, the teacher will send a message to the student, parent and counselor notifying them of the unacceptable pace and that the student has been withdrawn from the course.

Every student has a grace period during the first 14 consecutive days of being activated into an OVS course. During that period, students may drop the course without penalty and teachers can also withdraw unproductive/unsuccessful students from their course to allow them to pursue other educational means without penalty.

Once a student is removed from a course, re-enrollment has to be approved by an administrator.

Case by case evaluation is conducted.

(Disclaimer: It is the responsibility of the student/parent to be informed of Osceola County School Board Policies. The Code of Student Conduct Book can be found at

http://www.osceolaschools.net/UserFiles/Servers/Server_567106/File/About%20Us/School%20Board%20Rules/Code_of_Student_Conduct_2015-16.pdf

The Osceola County Student Progression Plan can be found at

Elementary:

http://www.osceolaschools.net/UserFiles/Servers/Server_567106/File/Leadership/School%20Board%20Rules/SDOC%20ES%20SPP%202015-16,%20121515.pdf

Middle:

http://www.osceolaschools.net/UserFiles/Servers/Server_567106/File/Leadership/School%20Board%20Rules/SDOC%20MS%20SPP%202015-16,%20081815.pdf

High School:

http://www.osceolaschools.net/UserFiles/Servers/Server_567106/File/Leadership/School%20Board%20Rules/SDOC%20HS%20SPP%202015-16,%20081815.pdf

Full Time Student Academic Expectations:

Students must take primary responsibility for their own learning because there will not be a face to face teacher all the time. Self-motivation, dedication to learning and regular participation in class connects or blackboard collaborations are essential. It is the student who determines his or her own level of success. Students can expect deadlines for their work and expect to work hard, but at their own pace within the set guidelines. They'll use discussion boards, chat rooms, and other communication tools to work with teachers and other students. These tools, which may have been used for social purposes, will be used for genuine academic communication to support learning goals as students work toward an Osceola District School's standard high school diploma.

Time & Learning Requirements:

The amount of time students spend on courses will vary from student to student, and even course to course. However, students will have the time they need to complete the coursework (within reason). On average, students should expect to spend _approximately 45 minutes to one hour per day per course_ if they wish to complete the course in the typical time periods for 0.5 or 1.0 credit courses. Students must maintain **a minimum** completion pace of 6% of each course segment each week. Students on the accelerated pace must maintain a minimum pace of 10% of the course segment each week. Full-time students failing to maintain pace face consideration for withdraw. Extenuating circumstances may permit the student more time for completion.

School Calendar:

Osceola County Virtual School operates on the same calendar as all other Osceola County Public Schools. There may be limited summer courses offered through OVS to full-time students. All full-time students are expected to be enrolled in 6 courses and must meet the requirements of the Osceola County Student Progression Plan. Those failing to earn the necessary credits for grade promotion will not be allowed to continue virtual enrollment.

Communication & Login (including attendance and absences):

Regular participation in classes is critical to student success. It will help to keep students motivated and keep them in touch with their teachers and peers. Attendance in online

coursework and course submissions and assessments are monitored. Reports from each class can be used to show the amount of time a student works in the course. Students should log in to each of their courses for substantive participation no less than four times each week, preferably daily. Teachers and virtual school staff will contact students by email and phone if they do not appear to be engaging frequently or making satisfactory progress in their courses. If such efforts do not succeed in reengaging the student, the parent will be notified. To have satisfactory "attendance", work must be submitted frequently, students must be on pace, unless arrangements are made in advance with the OVS teachers and staff.

Students who know they will not be participating in a course due to vacation, travel or other commitment must be ahead of pace and notify their teachers and school office *at least two weeks* in advance of the planned absence to discuss the completion of assignments and pacing beforehand. In the case of a prolonged emergency absence, the student and/or parent should notify school administration as soon as possible.

The following items are **non-negotiable**, Students are required to complete assigned communication to include:

<div align="center">

Discussion Based Assessment (DBA) – FLVS

Class Connects – Get Fueled (K12)

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Academic Counseling:

Once per school year, full time students will receive a review of their academic progress toward completing elementary, middle school and/or obtaining a standard high school

diploma; and be advised of course selection, career and post-secondary planning. Seniors are required to meet with the OVS Professional School Counselor at least 3 times during their senior year. The Osceola Virtual Professional School Counselor is available to support, encourage and monitor the success of students. Although any questions about the specifics of a course should be directed to the particular teacher, any general questions about the school or the student's education should be directed to the Professional School Counselor. An evaluation of each student will be conducted at the end of each school year to determine their continued enrollment for the next school year. *To maintain continuous enrollment at Osceola Virtual Instruction Program, a student must earn passing grades in each course, maintain consistent pacing in every class, communicate successfully with teachers, and participate in all required standardized testing.* Those students who fail to meet the minimum continuation standards will be referred to the administration.

Standardized Tests:

Osceola Virtual School expects full-time students to take all standardized tests instituted by the School District of Osceola County and the State of Florida. The tests are not administered virtually; students must provide their own transportation to Osceola Virtual School Office at the assigned test time. If a student does not complete the mandatory standardized tests, **the student will not be allowed to continue enrollment with OVS, no exceptions**.

Transfer Grades:

Any grades earned at a non-public school are subject to Osceola County Public School's accreditation policy and course codes and credits are determined by Florida's course Code Directory. There are no guarantees of identical course transfers. All Osceola Virtual grades are transferrable to any Florida public school upon completion. Transfers that occur prior to the completion of a course will receive no credit and no grade.

Participant Roles:

Student: Students are primarily responsible for their learning. They must take the initiative to log in to the school, participate in discussions, and complete their work at the highest possible level of quality. Students must seek help when they need it, establish their own daily schedules, and take responsibility for meeting deadlines.

Parent/Guardian: Parents' support is critical for successful participation and completion. They are responsible for providing adequate supervision for their students and supporting the student's learning. This includes providing a suitable working environment, encouragement and appropriate assistance with course content when possible. With the **parent account**, parents also have access to many aspects of the school, including grades and participation reports. They will probably find themselves more involved in their child's education than they have been before – and more in touch with their student's progress. It is **expected** that **parents monitor** their child's academic activities daily through direct supervision as well as the online guardian account.

Senior Student Responsibilities:

- Complete all graduation requirements

- Attend 3 mandatory meetings with Professional School Counselor

- Attend senior interview with Professional School Counselor

- Pay all obligations

- Order Cap & Gown

- Attend Graduation Ceremony

- *Graduation Ceremony:* Qualifying seniors are strongly encouraged to participate in the High School Commencement Ceremony at the end of the year. Completion of 24 or 18 regular credits, appropriate courses, 2.0 GPA, and purchase of a cap & gown are required. Below is a link with the explanation of diploma options.

Diploma options: http://www.fldoe.org/academics/graduation-requirements/

Staying Current:

All students and parents are responsible for regularly viewing updated announcements and information on the school's bulletin board/webpage: http://ovss.osceola.k12.fl.us/

OVS advises all students to select, type, print, post, and follow a daily schedule of course activity suitable to make it a routine part of their daily lives.

While times and days to work are flexible, students are required to submit a MINIMUM number of assignments each week per course.

A DAY IN THE LIFE OF AN OVS STUDENT

SAMPLE SCHEDULE A (ALL COURSES EVERY DAY):

1) This schedule is based on a six-course day. Students can adjust the hours based on their schedule. This schedule allows for breaks in between courses as well as a liberal lunch.

2) Students are encouraged to continue working in the assigned course even if they have finished the pace for the week in that subject, ie: If Johnny has 20 minutes left assigned to English but he has finished the pace work for the week he is encouraged to work ahead into the next pace week for the remaining time in the English slot. Students are encouraged to move to the next course when the time is up for the day. They are encouraged to finish the work the next day during the appropriate time slot.

Monday - Friday

8:00 – 9:00 a.m.	Math
9:15 – 10:15	Language Arts
10:30 – 11:30	Social Studies
11:30 – 12:30	Lunch
12:30 – 1:30	Science
1:45 – 2:45	Elective 1
2:50 – 3:50	Elective 2
3:50-4:00	Close out for the Day

SAMPLE SCHEDULE B – FLVS Only (Alternating course days):

1) This schedule is based on an alternating course day. Students can adjust the hours based on their schedule. This schedule allows for breaks in class work well suited to athletic practices, faith based activities, medical appointments and other non- school commitments.

2) Students are encouraged to continue working in the assigned course even if they have finished the pace for the week in that subject, ie: If Suzy has 20 minutes left assigned to English for the day but she has finished the pace work for the week she is encouraged to work ahead into the next pace week for the remaining time in the day.

The following schedule assumes a student attends a non-school activity on Tuesday and Thursday from 1:00 – 5:00 PM.

Monday

8:00 AM – 10:00 AM	English
10:00 AM – 12:00 PM	Math
12:00 PM – 1:00 AM	Lunch/Break
1:00 PM – 3:00 PM	Elective
3:00 PM – 5:00 PM	Science

Tuesday

8:00 AM – 10:00 AM	PE or Elective
10:00 AM – 12:00 PM	History
12:00 PM – 1:00 AM	Lunch/Break
1:00 PM – 5:00 PM	Non-School Activity

Wednesday

8:00 AM – 10:00 AM	English
10:00 AM – 12:00 PM	Math
12:00 PM – 1:00 AM	Lunch/Break

1:00 PM – 3:00 PM	Elective
3:00 PM – 5:00 PM	Science

Thursday

8:00 AM – 10:00 AM	PE or Elective
10:00 AM – 12:00 PM	History
12:00 PM – 1:00 AM	Lunch/Break
1:00 PM – 5:00 PM	Non-School Activity

Friday

8:00 AM – 10:00 AM	English
10:00 AM – 12:00 PM	Math
12:00 PM – 1:00 AM	Lunch/Break
1:00 PM – 3:00 PM	Elective
3:00 PM – 5:00 PM	Science

SATURDAY & SUNDAY

THIS TIME IS RESERVED FOR ANY WORK THEY DID NOT COMPLETE DURING THE WEEK.

Osceola Virtual Instruction Scheduling Guide
For Full-Time Students

The basic intent of this scheduling process is to allow students to broaden their access to classes. Students choose six credits to be studied over the school year. The school year will be divided into two semesters. During each semester a student will typically be assigned no less than six courses. However, in situations that warrant and with administrative approval, a student may concentrate on 3 courses per semester at an accelerated pace, devoting twice the time to each course. By having only three courses

each day, the student may be better able to concentrate and focus on learning more thoroughly.

All OVS full-time students are required to participate in all district-wide testing.

- 6 credits per year
- 1 credit (36 weeks of study) or .5 credit (18 weeks of study) per class
- 3 or 6 credits at a time

Osceola County Virtual School may enroll full time students only during open enrollment periods.

GENERAL INFORMATION

Grading System (4.0 scale) for 4th grade – 12th grade

Grade Scale	Letter Grade	Points
90 - 100	A	4
80 - 89	B	3
70 – 79	C	2
60 – 69	D	1
50 and below	F	0

High School Extra Quality Points

Classes which are labeled **Honors** shall receive one (1) extra quality point if the grade received is a "C" or above. All classes that are clearly labeled **Advanced Placement**, shall receive two (2) extra quality points if the grade received is a "C" or above. All dual enrollment courses will receive two (2) extra quality points .

High School Grade Classification

No student may be assigned to a grade level based solely on age or other factors that constitute social promotion. (F.S. 1008.25(6)(a)) **Starting in 2009-10, grade designation for high school students will be determined as follows:**

a) Following completion of one year designated as a 9th grader, as well as earning 5.0 credits, the student will be designated a 10th grader.

b) Following completion of one year designated as a 10th grader, as well as earning 11.0 credits, the student will be designated as an 11th grader

c) Following completion of one year as an 11th grader, as well as earning 17.0 credits, the student will be designated as a 12th grader

High School Forgiveness Rule

Students may elect to repeat a course for credit in order to improve their record and/or raise the cumulative grade point average. A student may repeat a course for which he/she has received a grade of "D", "F" or "I" and must earn a "C" or higher for that same course. The highest grade earned will be computed in determining the grade point average. The student's record will reflect all courses attempted and grades earned. **The forgiveness rule shall be applied only once per course**.

MIDDLE SCHOOL PROMOTION

The complete policy can be found at:

http://www.osceola.k12.fl.us/School_Board_Rules/documents/SDOC_MS_SPP_2014-15_042115.pdf

HIGH SCHOOL COLLEGE CREDIT PROGRAMS

DUAL ENROLLMENT PROGRAM

High school students who meet program requirements may concurrently enroll in courses that are creditable toward a post-secondary certificate, associate's degree, or

bachelor's degree at technical centers, college and state universities that have entered into an articulation agreement with Osceola County.

Note: Most three credit hour dual enrollment courses equate to one-half (.5) high school credit. Some three and four credit hour dual enrollment courses equate to one (1.0) high school credit. See www.facts.org for a listing of these courses.

ADVANCED PLACEMENT PROGRAM

The Advanced Placement Program consists of over 30 college level courses and exams that are offered at high schools. Courses are available in several subject areas from art to statistics. Participation in AP courses gives students an excellent preparation for college and university studies. Successful completion of the course and receipt of a qualifying score on the national AP exam will result in college credit or advanced placement in college courses at many colleges and universities. Students who successfully complete an AP course but do NOT take the AP exam will receive high school credit only for the course.

HIGH SCHOOL BRIGHT FUTURES SCHOLARSHIP PROGRAMS

The Florida Bright Futures Scholarship Program establishes lottery-funded scholarships to reward any Florida high school graduate who merits recognition for high academic achievement and enrolls in an eligible Florida public or private postsecondary educational institution within three years of high school graduation. The Scholarship Program is the umbrella program for all State-funded scholarships based on academic achievement in high school. The three scholarships are the Florida Academic Scholars Award, the Florida Gold Seal Vocational Scholars Award, and the Florida Medallion Scholars Award. Students and parents should access the Bright Futures website at http://www.floridastudentfinancialaid.org/ssfad/bf/ to be informed of any changes.

COLLEGE ADMISSION TESTS

Most college and universities require a college admissions test score as a part of the application process. The ACT and the SAT tests are administered several times each school year. Students may elect to take one or both of the tests. Registration may be done by completing a paper registration form or by applying online at **www.act.org** or **www.collegeboard.com**. This is the ideal time to demonstrate one's knowledge in that particular subject area. Check the college website or college catalog for further information. Log on to: **www.collegeboard.com** or **www.actstudent.org**.

Graduation Options

Florida Law gives all high school students the right to choose one of two diploma options: Students must pass the FSA Reading and Algebra 1 EOC test in order to graduate regardless of diploma chosen.

• 4-year (24 credit) standard high school diploma

• 3-year (18 credit) Academically Challenging Curriculum to Enhance Learning Options (ACCEL)

Diploma options: http://www.fldoe.org/academics/graduation-requirements/

If a student does not make a choice, the four-year option will be selected for that student. Osceola Virtual School assumes, unless indicated otherwise, that all entering 9th graders are pursuing a 24 credit diploma.

WHAT IS MEASURED BY THE FSA?

The FSA measures student knowledge and understanding of reading, writing, science, and mathematics content as described in the *Florida Common Core Standards*. There is

a direct connection between the *Florida Common Core Standards* and the questions on the FSA.

WHAT ARE THE FLORIDA CORE STANDARDS?

The Standards are skills and competencies that Florida students should be able to learn from an early age, as defined by practicing classroom teachers, educational specialists, business people, and concerned citizens from Florida.

Test Taking Tips for Parents to Remember

1) Make sure your child **attends school regularly**. Remember that tests reflect the overall achievement of your child. The more often the child is in a learning situation, the more likely he/she will do well on tests.

2) Give your child **encouragement.** Praise him/her for the things done well throughout the year. A child who is afraid of failing is more likely to make a mistake.

3) See that your child has **a well-rounded diet**. A healthy body leads to a healthy, active mind.

4) See that your child **completes homework assignments**. Homework supports classroom instruction and can help your child increase his/her comprehension of the classroom work.

5) **Talk with your child's virtual teacher(s)** as often as possible to discuss your child's progress. Parents and teachers should work together to benefit the child.

6) Ask the teacher(s) to suggest **activities for you to do at home** with your child. Such activities can help your child improve his/her understanding of school work.

7) Make sure your child is **well rested** on school days. Children who are tired are less likely to pay attention in class or to handle the demands of class work and tests.

8) Try not to be overly anxious about test scores. Too much emphasis on test scores can be upsetting to children.

9) Find out which tests your child will take and for what purposes. The school principal and Testing Coordinator should provide you with a schedule of testing for the year and explain the use of the tests.

10) Make sure your child arrives **on time** at the scheduled test site.

11) Make sure that your child **dresses comfortably**. Students should wear clothes that are comfortable and appropriate for the weather.

12) If your child wears a hearing aid or glasses, be sure he/she remembers to use them during all testing sessions.

13) Make sure your child does not bring any electronic devices, such as cellular phones to the test.

14) Make sure your child receives any necessary test taking accommodations.

15) Remember, make sure that your child is well rested and has a healthy breakfast on the day of the test

Frequently Asked Questions

Osceola Virtual Instruction Program

HOW DO I ENROLL FULL-TIME IN OSCEOLA VIRTUAL INSTRUCTION PROGRAM?

Enrollment in our full-time program takes place before the first and second semesters of the school year. Students/parents are required to attend a **mandatory orientation** and submit a complete application. Applications must be completed in full along with required documentation.

IS OSCEOLA VIRTUAL INSTRUCTION PROGRAM ACCREDITED?

Osceola Virtual Instruction Program is fully accredited by the (SACS) Southern Association of Colleges and Schools and the (CITA) Commission on International and Trans-Regional Accreditation. Osceola Virtual Instruction Program is also registered with the Florida State Department of Education and a part of the Osceola County Public School system. Our accredited online high school diploma and all credits earned at OVS are accepted by other 6-12 schools, colleges, universities, and employers.

CAN I ATTEND OVS ON A FULL OR PART-TIME BASIS?

It is our goal to provide students with a level of service they require. We can offer a full curriculum for grades K-12; or just one or two courses to satisfy your current private or public school graduation requirements; or supplement your home school curriculum.

WHAT IS THE COST?

Free to Osceola County Residents.

WHO TEACHES THE ONLINE COURSES AT OVS?

All online high school courses and programs are taught by highly qualified Osceola County Public School instructors that meet Florida Department of Education certification requirements. You can be sure that quality in education is our #1 goal!

WHAT IF THE STUDENT HAS QUESTIONS OR PROBLEMS WHILE TAKING A COURSE?

Students are assigned an instructor for each course. Instructors are available daily via web conference, email, or telephone. Support services are available to all Osceola Virtual School students through our guidance department.

WHAT IS THE DIFFERENCE BETWEEN OVS AND TRADITIONAL BRICK-AND-MORTAR HIGH SCHOOLS?

There is no difference in the curriculum between OVS and traditional high schools. There is a significant difference in the flexibility offered to all OVS students in the way they can earn their courses/ credits online.

IS OVS LESS CHALLENGING THAN OTHER TRADITIONAL ACCREDITED HIGH SCHOOLS?

No. As an accredited school, OVS offers a flexible alternative for students. It is not an easier option than traditional accredited high schools. All courses are written at or above grade level and require an average of one to two hours of focused study on a daily basis to complete one course within the traditional semester time frame. Our courses engage students in real-life projects, requiring the use of critical thinking, problem-solving skills, and the ability to apply the knowledge they have acquired.

AS A PARENT, WILL I BE KEPT INFORMED OF MY STUDENTS' PROGRESS?

Absolutely, as a parent, you will likely receive more updates and information about your child's education, this is a critical part of virtual classes. Our teachers provide frequent online reports to parents. You can always see how your child is performing by logging in to the parent/guardian account

WHO ARE OVS STUDENTS?

Any student seeking a quality education through a flexible format is a potential OVS student. OVS students are students who benefit from individualized instruction, athletes, performers, highly motivated students who prefer to accelerate, part-time students, students who travel, students with medical issues, or home school students.

WHAT IF I WANT TO WITHDRAW FROM OVS?

• Contact the online Professional School Counselor to review post-withdrawal options

• Inform online Teachers

• Contact Home zoned school (or other school) for enrollment information

• Complete the OVS full time student withdrawal/termination form

Osceola Virtual School Pacing Guide -

First Semester – August 10, 2016 – December 17, 2016

Week	Week Beginning	Information	Pacing Goal
1	August 10 – 15		6%
2	August 22		12%
3	August 29		18%
4	September 5		24%
5	September 12		30%
6	September 19		36%
7	September 26		42%
8	October 3		48%
9	October 10	End of 1st 9 weeks	54%
10	October 17		60%
11	October 24		66%
12	October 31		72%
13	November 7		78%
14	November 14		84%
15	November 21	November 22 – 26 Emergency Makeup Days or Thanksgiving Break	
16	November 28		90%
17	December 5		96%
18	December 12	End of 2nd 9 weeks and End of First Semester	100%

Osceola Virtual School Pacing Guide -

Second Semester – January 4, 2017 – May 30, 2017

Week	Week Beginning	Information	Pacing Goal
1	January 2 – January 9		6%
2	January 16		12%
3	January 23		18%
4	January 30		24%
5	February 6		30%
6	February 13		36%
7	February 20		42%
8	February 27		48%
9	March 6	End of 3rd 9 weeks	54%
10	March 13	March 13 – 17 Spring Break	
11	March 20		60%
12	March 27		66%
13	April 3		72%
14	April 10		78%
15	April 17		84%
16	April 24		90%
17	May 1		96%
18	May 8		100%
19	May 15- May 30		Finalize Assignments if behind
20	May 30	End of 4th 9 weeks - End of Semester - End of School Year	

Osceola Virtual School Computing Services Application

Effective from July 1, 2015, to June 30, 2016

According to Florida Statute 1002.455, Students who register for a Virtual Instruction Program (VIP) program are eligible to apply for computing services if the Federal Income Criteria is met for free & reduced lunch. See charts below.

Names of Parents   _____

                                         _____

Names of Persons in Household   _____

                                         _____

                                         _____

                                         _____

                                         _____

Household Income

Annually, Weekly or Biweekly   _____

My student is registered for a full time virtual instruction program and I certify that I meet the Federal Guidelines to receive computing services from Osceola Virtual School.

_____

Printed Name and Signature   Date

PARENT AND STUDENT AGREEMENT FORM
2016-2017

STUDENT NAME: _____ STUDENT ID#: _____
                    Last   **First**   **Middle**

Student e-mail _____Student Phone Number _____

Parent e-mail _____Parent Phone Number _____

WELCOME TO OSCEOLA VIRTUAL SCHOOL (OVS)

6-12 INSTRUCTIONAL PROGRAMS!

Osceola Virtual School requires a commitment from all school stakeholders. These stakeholders include the student, parent/guardian, principal, professional school counselor, instructors, testing coordinator, and reading coach. This agreement is designed to outline the requirements that both students and parent/guardian must make to ensure a successful learning experience with OVS. OVS courses are delivered online and students are not required to attend a physical class in a brick and mortar school. Although there is not a physical classroom that students go to daily, students must meet all public school regulatory requirements set forth by School District of Osceola County and Virtual Instruction Programs. Listed below are the guidelines and requirements for participation in Osceola Virtual School. Failure to comply with one or more of these as determined by the school principal or designee is grounds for dismissal from the "Virtual School Option". Please read and initial in the appropriate area for parent and student.

Student	Parent	Guidelines for attendance at OVS
		I understand that except for approved designated part-time programs, I am registering my student in a full- time public school that has specific rules and guidelines, including a mandatory school calendar and required assessments. If my student does not comply with the rules and guidelines it may result in withdrawal from OVS.
		The School District of Osceola County's school calendar should be followed. Schedule changes can only be approved by the principal or designee and will only be considered within the seven (7) days of activation in courses. Students will be expected to complete each course in the designated time or be subject to receive a failing grade for the course.
		Students will be required to attend a **Mandatory Technology workshop** during the month of August-September. Students will have access to new technology programs and must be trained prior to use.

		Academic Integrity is essential, therefore students should complete their own work and it must be original and be properly cited. Parents and/or tutors may assist students in understanding a concept, but the registered student is responsible for responding to assignments, assessments or collaborative projects with other students. Students are expected to complete their own school work. It is unlawful to have any work completed by anyone other than the student to whom the course is assigned per FS.775.082 or 775.083.
		## Student Responsibility
		Students must be on pace within the first fourteen (14) days of activation in each course. Failure to comply will result in being withdrawn from the courses and referred back to home-zoned school. Students must work daily in each subject and complete 5-6% of each course per week. A passing grade in the subject area is not considered in lieu of percentage complete per week. **For Example:** End of 1st 9 weeks student should be at **50%** End of 2nd 9 weeks student should be at **100%** **Most courses have 2 segments** After the first fourteen (14) days, students who fall below pace will be subject to academic warning and locked out from their courses until the student and parent meets with the school principal. Students who repeatedly fall below (2 or more occurrences) without prior approval will be withdrawn from OVS. Parents should contact OVS to speak with the principal to discuss extenuating circumstances that are the result of the student falling behind. **Students who enter a course on any date other than the first day of the semester is committing to working extra hours per day to complete courses by end of the semester.**
		Students are responsible for following the pace chart for each course for which they are registered. Students are required to spend a minimum of 14 days active in each course to receive credit. For HOPE & Personal Fitness requirement is 21 days, Fitness Lifestyle Design requires 24 days.

| | | Students are responsible for scheduling DBA (Discussion Based Assessments) with teacher after each module.

Students are required to schedule monthly calls with Teacher and Parents.

Students are required to complete the collaboration assignment to pass the course. |
|---|---|---|
| | | Students will be required to take specific Diagnostic assessments using an on-line source at least 3 times per year for progress monitoring. If student does not complete these diagnostic assessments during the assessment window they may be removed from the program and asked to return to home zoned school.

Specific students may be asked to complete further work in an outside program. We will be using i-Ready for grades 6 – 8 and Reading Plus for grades 9 – 12. |
		Students may resubmit assignments for a better grade as long as it is communicated to the teacher prior to resubmitting.
		Students who do not access and work in courses for more than 14 days may be removed from the course.
		Students should be reading course email and Outlook email daily and responding back to the instructor within 24 hours. Failure to communicate with your teacher will not be tolerated.
		SENIOR Students: are required to attend 3 mandatory meetings with the Professional School Counselor. Tentative dates are September, January and March, to review credits, testing, graduation etc.
		## Testing – Tutoring – Workshop Information
		Students are required to complete any and **all national, state and district** required testing on the date(s) scheduled at the designated site. **Failure to attend** will result in **immediate removal** from OVS which will be determined at the principal's discretion. These tests include but are not limited to:

Florida Standards Assessment Test (FSA), End-of-Course Exams (EOC), Stanford Achievement Test (SAT); Post-Secondary Education Readiness Test (P.E.R.T.), ACCESS for ELL 2.0, Osceola Writes, I-Ready and Reading Plus.

Dates have not yet been determined, but are expected around these |

months for Grades 3 – 12. Limited testing is done with K-2 students.

Changes may occur to the testing calendar during the school year by the State and/or School District.

i-Ready and Reading Plus – August, January and May

FSA ELA-Writing & Reading **Retakes** - October, March - April

FSA ELA-Writing – February - March

P.E.R.T.- Variety of testing sessions

FSA Reading, Mathematics, NGSS Science-March - April

EOC's- April-May

SAT 10- May – 3rd grade only

AP Exams-May

*Please do not schedule appointments, trips/vacation or pre-arranged absences during these times. Specific dates and times will be published at the beginning of the school year and are subject to change so that you may plan accordingly.

Students may be asked to attend specialized workshops or tutoring sessions. It is to the student's advantage to attend these workshops of tutoring sessions. In some cases it may be mandatory attendance.

Parent Responsibility

Parents will be required to attend a Mandatory Parent Meeting in order for student's courses to be activated in OVS. This meeting will be offered several times at beginning of school year.

Parents are responsible to review their student's progress weekly and to ensure the student is on pace. Parent conferences with school administration are required as needed.

It is the responsibility of parents to check and read school emails.

A monthly call with the teacher and student/parent is required to discuss student progress. Students must schedule and complete a "DBA" (Discussion Based Assessment) with the teacher prior to completing their exams.

Students and **parents must maintain** up to date demographic and contact

		information (phone, address and email) with OVS office. Failure to do so may be grounds for dismissal.
		I agree that my student will attend all mandatory meetings, activities and required testing set forth by the school district and Osceola Virtual School. I am responsible for transporting my student to and from testing locations, workshops and tutoring help sessions and supervising my student during participation in any school activities. I understand failure to comply with these guidelines may result in automatic administrative withdrawal from OVS.
Notes:		

I have read and understand this agreement with Osceola Virtual School and the rules and requirements set forth for students who attend this school. I am aware as a student and parent that failure to comply with any of the initialed areas will result in withdrawal of the student with no credit and/or risk further student disciplinary actions.

_____   _____
Student Signature   Parent or Guardian Signature

_____   _____
Date   Date

PARENT AND STUDENT AGREEMENT FORM
2016-2017

STUDENT NAME: _____ STUDENT ID#: _____
                   Last   **First**   **Middle**

Student e-mail _____ Student Phone Number _____

Parent e-mail _____ Parent Phone Number _____

WELCOME TO OSCEOLA VIRTUAL SCHOOL (OVS)
K-12 INSTRUCTIONAL PROGRAMS!

Osceola Virtual School requires a commitment from all school stakeholders. These stakeholders include the student, parent/guardian, principal, professional school counselor, instructors, testing coordinator, and literacy coach. This agreement is designed to outline the requirements that both students and parent/guardian must make to ensure a successful learning experience with OVS. OVS courses are delivered online and students are not required to attend a physical class in a brick and mortar school. Although there is not a physical classroom that students participate, students must meet all public school regulatory requirements set forth by School District of Osceola County and Virtual Instruction Programs. Listed below are the guidelines and requirements for participation in Osceola Virtual School. Failure to comply with one or more of these as determined by the school principal or designee is grounds for dismissal from the "Virtual School Option". Please read and initial in the appropriate area for parent or student.

Student	Parent	Guidelines for attendance at OVS and Student Responsibility
		I understand that I am registering my student in a full- time public school that has specific rules and guidelines, including a mandatory school calendar and required assessments.
		The School District of Osceola County's school calendar should be followed. Schedule changes can only be approved by the principal or designee and will only be considered within the seven (7) days of activation in courses. Students will be expected to complete each course in the designated time or be subject to receive a failing grade for the course.
		Students must be on pace within the first fourteen (14) days of activation in each course. Failure to comply will result in being withdrawn from the

		courses and referred back to home-zoned school.
		After the first fourteen (14) days, students who fall below pace will be subject to academic warning and locked out from their courses until the student and parent meets with the school principal. Students who repeatedly fall below (2 or more occurrences) without prior approval will be withdrawn from OVS. Parents should contact OVS to speak with the principal to discuss extenuating circumstances that are the result of the student falling behind. Students who enter a course on any date other than the first day of the semester, is committing to working extra hours per day to complete courses by end of the semester.
		Academic Integrity is essential, therefore students should complete their own work and it must be original and be properly cited. Parents and/or Tutors may assist students in understanding a concept, but the registered student is responsible for responding to assignments, assessments or collaborative projects with other students. Students are expected to complete their own school work. It is unlawful to have any work completed by anyone other than the student to whom the course is assigned per **FS.775.082 or 775.083.**
		Students are **required** to attend **all Class Connect sessions** whether they are required or mandatory. From time to time students may be asked to attend specialized workshops or tutoring sessions. It is to the student's advantage to attend these workshops of tutoring sessions. In some cases it may be mandatory attendance.
		SENIOR Students: are required to attend 3 mandatory meetings with the Professional School Counselor. Tentative dates are September, January and March, to review credits, testing, graduation etc.
		Students should spend 5 – 7 hours a day working on class work, assignments and I-Ready or Scantron lessons. Students must work daily in each subject and complete 5-6% of each course per week.
		It is essential that **students, parents, learning coaches (LC) read** all **K-mails** on a **daily basis**.

		Testing – Tutoring – Workshop Information
		Students are required to complete any and **all national, state and district** required testing on the date(s) scheduled at the designated site. **Failure to attend** will result in **immediate removal** from OVS which will be determined at the principal's discretion. These tests include but are not limited to: Florida Standards Assessment Test (FSA), End-of-Course Exams (EOC), Stanford Achievement Test (SAT); Post-Secondary Education Readiness Test (P.E.R.T.), ACCESS for ELL 2.0, Osceola Writes, I-Ready and Reading plus. **Dates have not yet been determined**, but are expected around these months for Grades 3 – 12. Limited testing is done with K-2 students. Changes may be done to the testing calendar during the school year by the State and/or School District. i-Ready and Reading Plus (Dates to be Determined by K-12) FSA ELA-Writing & Reading **Retakes** - October, March - April FSA ELA-Writing – February - March P.E.R.T.- Variety of testing sessions FSA Reading, Mathematics, NGSS Science-March - April EOC's- April-May SAT 10- May – 3rd grade only AP Exams-May ***Please do not schedule appointments, trips/vacation or pre-arranged absences during these times. Specific dates and times will be published at the beginning of the school year and are subject to change so that you may plan accordingly.**
		Parent Responsibility
		Parents will be required to attend a Mandatory Parent Meeting in order for student's courses to be activated in K-12. This meeting will be offered several times at beginning of school year.

		Parents are responsible to review their student's progress weekly and to ensure the student is on track. Parent conferences with teachers and school administration are required as needed.
		I agree that my student will attend all **mandatory** meetings, activities and **required testing** set forth by the School district and Osceola Virtual School. I am responsible for transporting my student to and from testing locations, workshops and tutoring help sessions and supervising my student during participation in any school activities. I understand failure to comply with these guidelines may result in automatic administrative withdrawal from OVS.
		I agree to assist and guide my child with the following: Daily work Log student's attendance daily Check your K-mail daily Review work that is being submitted by your child Monitor student attendance in Class connects Monitor assessments Monitor your student during administration of I-ready and Scantron Ask K-12 teacher for assistance when needed for student
		All students in grades K-12 must have full-time adult supervision during instructional hours
		Student connects will be held with the teacher and student/parent is required to discuss student progress.
		It is essential that students and parents read all emails on a daily basis.
		Students and **parents must maintain** up to date demographic and contact information (phone, address and email) with OVS office. Failure to do so may be grounds for dismissal.
Notes:		

I have read and understand this agreement with Osceola Virtual School and the rules and requirements set forth for students who attend this school. I am aware as a student

and parent that failure to comply with any of the initialed areas will result in withdrawal of the student with no credit and/or risk further student disciplinary actions.

_____   _____

Student Signature   Parent or Guardian Signature

_____   _____

Date   Date

Parent and Student Handbook Agreement

I have read and understand this agreement with Osceola Virtual School. I understand the rules and requirements set forth for students who attend Osceola Virtual School. I am aware as a student and parent that failure to comply with any areas will result in withdrawal from the courses with no credit and/or risk further student disciplinary actions.

Student Signature _____

Parent or Guardian Signature _____

Date _____