Park Hill Online-Blended Learning Course Guidebook

Student Guidelines

Code of Conduct

2016-2017

Schoology: portal.parkhill.k12.mo.us
Remote Desktop: remote.parkhill.k12.mo.us
Email: mail.parkhill.k12.mo.us

PARK HILL ONLINE-BLENDED LEARNING STUDENT GUIDELINES

The materials covered in this guidebook is intended as a method of communicating to students and parents regarding general school information, rules and procedures and is not intended to replace student handbooks, Board of Education policies or administrative regulations. Materials contained herein may therefore be superseded by such Board policy or administrative guideline. All students who participate in the Park Hill Online Course are responsible for abiding by the Park Hill Technology Usage Policies (EHB and EHB-R) and Student Code of Conduct.

ORIENTATION & FACE-TO-FACE MEETINGS

During the first week of class, all students will participate in face-to-face and online orientation activities provided by district personnel and their instructor.   Students will participate in a general online learning orientation course and perform a variety of activities to assist in understanding how to access course materials, submit assignments, participate in online discussions, and enhance their understanding of how to use the learning management system (LMS), Schoology.

In addition to the orientation, students will attend two face-to-face sessions each quarter and the face-to-face final. This will be a total of 6 face-to-face sessions with the online instructor during for a semester course and 4 face-to-face during a quarter course. A calendar will be provided by the instructor for face-to-face sessions.

All online students are required to take their final exam, and any required state assessment in a face-to-face proctored setting. Additional face-to-face meetings may be scheduled as needed by the instructor. These dates will be communicated early in the semester.

ACADEMIC INTEGRITY

The Park Hill Virtual Academy seeks to maintain the highest level of academic honesty and expects students to act in a responsible manner at all times. Students taking online courses will follow the same guidelines for academic dishonestly as outlined in the Park Hill High School and Park Hill South student handbook. It is essential that online students work through each assignment in the course and take the course assessments independently. Academic dishonesty includes, but is not limited to: plagiarism, fabrication of information or citations, submitting the work of another person, copying information from another student's online exam, allowing another person to substitute for oneself in completing course work or taking a course test, submitting work previously used without informing the instructor and securing written approval, or tampering with computer files and/or academic work of other students.

ONLINE CURRICULUM-TEXTBOOK & RESOURCES

Our online-blended courses are not self-paced; they are scheduled to run concurrent with on-campus courses during the fall, spring, and summer semesters. Students will have deadlines for finishing tests and turning in assignments and are expected to collaborate with online classmates through assigned projects, discussion boards, or forums.

Students do not have permission to copy course materials, other than for personal use as associated with instruction, unless permission is granted.

If a textbook or other material is required, students will check out the book from his/her high school library. If the resource is not returned, the student will be billed for the cost of the item per the school's procedures.

TECHNICAL SUPPORT/ACCESS

All students enrolled in an online course are encouraged to use the Park Hill computer access system, **Citrix**, to login to courses. Through the use of Citrix, students have access to programs required for the course. A copy of how to access and download Citrix is attached to this document or may be obtained from your online instructor.

If a technology problem occurs, **contact the technology support help desk @ 359-5000 ext. 1 (7:00 AM – 5:00 PM Monday – Friday) <u>and</u> email your instructor that you are having technical difficulty**. If needed, the technology staff will ask for additional information which may include a contact and screen shots of the issue. However, technology department is not responsible for troubleshooting problems which are determined to be caused by the students' technology resources at home. Students who are experiencing technical difficulty at home are welcome to access computers at school until the problem is resolved.

GRADING & PARENT ACCESS

Online instructors will explain their grading policy in the syllabus provided at the beginning of the course. A student's grade can be accessed at any time by logging into Infinite Campus.

COMMUNICATION

Email will be the primary method of communication for online courses. Students are **required to use their district provided email account**. You may also contact your online instructor by phone to discuss specific course questions. Teachers will respond to email within 24 to 48 hours. Teachers will provide prior notice to students if they will be unavailable for a period of time. Students need to adhere to the teacher's communication policy and understand that responses may take up to 24 hours.

Students are encouraged to set up his/her notifications in Schoology. This will allow students to be emailed or texted with updates in the course.

ATTENDANCE

Attendance in the online environment is measured through participation in activities, assignments, in discussion forums, and in general correspondence with the online instructor. Extended periods of non-participation in an online class will be evident in the following ways:

- Failure to log on to the course
- Failure to make required classroom discussion posts
- Failure to turn in assignments
- Failure to communicate with other students
- Failure to communicate with the instructor

In any instance where technical difficulties prevent a student from full participation in a course, students should notify their online teacher immediately so that the problem can be resolved. Students should also notify the technology help desk at 816-359-5000 Ext. 1.

ILLNESS/EXTENDED INABILITY TO PARTICIPATE

1. Contact your instructor immediately to explain the situation.
2. Discuss alternatives for submitting assignments with the instructor.
3. The instructor will document and notify either the student's counselor or a building administrator regarding make-up/missed work.

4. Student who do not communicate with online instructors regarding illness/extended inability to participate will be expected to submit all assignments on the designated due date.

PARENTAL SUPPORT, SUPERVISION, & SCHOOLOGY ACCESS

Parents should assist their student by helping set up his/her workstation, encouraging active ongoing participation in the course, and monitoring progress. The student's status can be obtained at any point by accessing the PowerSchool grade book or the grade book within his/her online course by using the student's login and password. Parents are encouraged to communicate any questions or concerns to the online instructor.

Parents will have access to the content in Schoology for the online course. Information and instructions will be provided at the beginning of the semester.

STUDENT BEHAVIOR/DISCIPLINE

All district policies related to academic dishonesty, technology use, and student behavior will apply to all online courses.

STUDENT EXPECTATIONS

- Students who elect to take classes online are expected to complete class work independently. Any indication of cheating or plagiarism will be addressed according to the Academic Dishonesty guidelines provided in the student handbook.
- It is the student's responsibility to communicate with online instructors regarding questions about the course content.
- It is the student's responsibility to communicate with the online teacher regarding any technical problems the experience related to the course.
- It is the student's responsibility to contact the Park Hill Technology Help desk at 359-5000 ext. 1 for technology assistance.
- It is the student's responsibility to manage their time to complete the course work according to the due dates set by the online instructor. Online students should expect to devote 7-10 hours per week to work on each online class.
- Students are expected to check their school email and login to the course a minimum of five times per week.
- If a student does not pass an online course, they should immediately contact their school counselor.
- Some online courses require a textbook. It is the student's responsibility to check out and return textbooks through their campus library. Students are liable for loss or damage to textbooks.

ATTRIBUTES FOR STUDENT SUCCESS IN THE ONLINE CLASSROOM

Students enrolled in an online course should take time to examine their personal skills and aptitudes for taking a class online. The following attributes will greatly contribute to a student's success:

STUDENT RESPONSIBILITIES

- Self-motivation
- Ability to learn independently
- Strong personal commitment
- Effective communication skills
- Time management skills

- Successful completion of required assignments
- Willingness to ask for help and be vocal when there are problems, conflicts, or questions.
- Basic Word processing and Internet skills
- Positive recommendation of teachers and/or counselors
- Good attendance record

SELF –MOTIVATION

Students can direct their own learning environment and methods to fulfill course requirements and achieve individual academic success. It is the student's responsibility to maintain self-motivation to:

- Build a relationship for communicating effectively and consistently with the online instructor.
- Organize and stay ahead on assignments
- Plan for deadlines

TECHNICAL SKILL SET

Although it is not necessary to have advanced computer skills, students should possess a working knowledge of electronic email, the Internet, as well as basic keyboarding skills.

The following computer skills are needed in order to successfully participate in an online course. If students do not possess these skills, they might find it very frustrating to participate in an online course.

NOTE: Please be aware that the online instructor will **not** be teaching these skills as part of the course(s).

BASIC SKILLS	WEB BROWSER SKILLS
Locate a file on a hard drive or server	Go to a specific URL
Save a file to a specific drive or folder	Print a page
Change drives	Follow a hypertext link
Connect to the Internet	Conduct a basic search using a search engine
Navigate between two or more applications without closing and re-opening	Re-trace a hypertext path
EMAIL SKILLS	**WORD PROCESSOR SKILLS**
Forward a message	Open an existing file
Create a folder	Open a new file
Save a message to a specific folder	Save a file
Delete a file	Rename a file
Add a name to the address book	Safe a file as a different format or with a different name (Use "Save As")
Retrieve a name from the address book	Copy or cut text
Paste text from a word processor	Paste text
Send an attachment	Format text
Open and save an attachment	Change line spacing
	Print a document

PARK HILL ONLINE-BLENDED COURSE STUDENT CODE OF CONDUCT

Students enrolled in the Park Hill Virtual Academy are required to use the internet to access course materials, communicate with instructors and classmates, submit coursework, and take assessments. The internet continues to expand and provide access to materials and sites that are inappropriate for student use and may include illegal, inaccurate, or defamatory information.   Students are required to use the internet in a safe, ethical, and appropriate manner in compliance with the technology usage policies of the Park Hill School District.

STUDENT EXPECTATIONS:

- ➢ Students are responsible for their behavior in the Park Hill Virtual Academy, just as they are in a traditional school setting. Students must sign a Park Hill Student Code of Conduct form and will be held accountable for any misuse of technology as outlined in the Park Hill Technology Usage Policy (EHB and EHB-R).
- ➢ The integrity and authenticity of student work is expected of all Park Hill Virtual Academy students. Students should not copy, use, or plagiarize Internet content or the work of your online classmates. Park Hill Virtual Academy uses technology resources to verify the authenticity of student work.   Copying or plagiarism will result in loss of credit for the assignment and possible removal from the course.
- ➢ Students are required to use Park Hill email for all communication with instructors and other classmates. Never say anything in an email that would not be appropriate to be shared on a school bulletin board or the local newspaper.
- ➢ Using email to harass, bully, intimidate, or engage in offensive behavior is a violation of Park Hill District policies. Students engaging in these behaviors will be subject to disciplinary actions as set forth in board policy. Disciplinary action may include suspensions, loss of privileges, or removal from the course.
- ➢ Passwords and login information should remain private and confidential. Do not share this information with anyone, except your parents.
- ➢ It is illegal to create or deploy computer viruses capable of compromising Park Hill technology. Students engaging in these behaviors will be subject to disciplinary action which may include long-term suspension or expulsion.

The Park Hill Academy will cooperate with local, state, or federal officials in any investigation of illegal activities conducted on Park Hill Technology.   Students are subject to rules, regulations, and policies of the Park Hill Board of Education.

PARK HILL ONLINE-BLENDED COURSE REMOTE ACCESS

Park Hill uses Remote Desktop which is a Web based program that allows Park Hill employees and students to remotely access their district desktop and district software. The remote access is available through an Internet Browser Internet Explorer. Remote Desktop directions for different devices is located in the Getting Started Module in your online course.