



Oglala Lakota County Virtual High School Handbook 2020-2021

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Criteria for Oglala Lakota Virtual High School Courses and Student Admission

OVERVIEW

Throughout the nation, a growing number of students are taking high school courses online. Choice. Flexibility. Quality. That's what the South Dakota Virtual High School offers: a variety of courses that students can take on their own time, all taught by qualified professionals and aligned to the state's content standards without the traditional classroom setting.

Because the South Dakota Department of Education approves all courses, students can be assured that course offerings meet the state's high academic standards.

Individuals who have not turned 21 by July 1st and who are not enrolled in another school ***may be*** eligible to take courses via the Oglala Lakota County Virtual High School. Typically, the Oglala Lakota County School District will pay for the cost of the course(s). The high school principal must approve any request for a student to take a course. Oglala Lakota County School District reserves the right to deny a student's application to take a course via the Oglala Lakota County Virtual High School.

Oglala Lakota County Virtual High School students **typically attend class from home or by reporting to designated school and community computer labs or classrooms where they log on to their virtual course**, communicate with their VHS teacher and complete their coursework. An onsite coordinator monitors students' progress towards satisfactory course completion and helps them with any questions or technical problems that they may have.

Oglala Lakota County Virtual High is committed to providing high quality and engaging distance learning options for students. While the South Dakota Department of Education approves all courses, it is up to the school district to determine which students can take online courses and evaluate the available online course offerings. The following recommended criteria will be used by the District in making those decisions:

I. COURSE CONTENT AND IMPLEMENTATION

South Dakota Virtual High School's Course offerings are continually expanding. You can visit the site at <http://www.sdvs.k12.sd.us>. A complete list of currently available courses can be found at <http://www.sdvs.k12.sd.us/Students/About.aspx>. A list of current providers is available at <http://www.sdvs.k12.sd.us/Students/Providers.aspx>

A. The content of the course is aligned with South Dakota Content Standards and is equivalent in rigor to traditionally delivered courses.

- The course objectives are clearly stated and matched to the frameworks for the corresponding content area and grade level.
- The course description and syllabus clearly describe objectives, performance indicators and assessment criteria.
- The course encourages in-depth exploration and analysis of the subject area.

B. The course makes use of available technologies and online resources to enrich the content.

- Various online technologies, such as discussion, interactive videoconferencing, online videos, simulations and content-rich web sites are used to promote understanding, address specific content goals and meet the needs of individual students.
- The methods of instruction and delivery are selected based on their effectiveness for presenting the course content. For example, if a course objective involves learning to pronounce words in a foreign language, the course needs to provide a means for students to hear the language, such as DDN/VTEL, online teleconferencing or the use of multimedia.

C. The course provides timely interactions between the students and the online teacher, as well as among the students as possible and appropriate.

- The online teacher monitors student postings of work and discussions and provides timely guidance and feedback on the quality of student work and mastery of the content.
- The course requires students to participate in online group activities, including guided student-to-student discussion.
- The online teacher sets clear expectations regarding the amount of participation required and how online interactions will be evaluated.
- Assignments are structured to require consistent efforts and an appropriate amount of time for online interactions, study and homework throughout the term.

D. The course provides ways to assess students' participation and achievement of learning goals.

- The online teacher continually assesses student participation and mastery of the content by monitoring student participation in online discussions, the quality of student postings (comments) and completed assignments.
- The course includes a variety of assignments appropriate to the content area and includes products such as written reports, multimedia presentations and team-based projects.
- Tests or other assessments administered online and/or with an onsite coordinator will be utilized as valid measures of student mastery of the content objectives.
- Authenticity of student work is verified by appropriate means including, for example, tests proctored by an onsite coordinator and/or through the use of secure online methods.

II. STAFFING

A. The online teacher is fully qualified in the content area being taught.

- The **online** teacher has a college degree and demonstrates subject matter competency in the subject being taught.
- The **online** teacher is licensed to teach the subject in high school or is currently teaching undergraduate courses in the subject area.

B. The online teacher has been trained and is skilled in methods of teaching online.

- The **online** teacher has received training in online teaching and applies this knowledge to engage students in regular, sustained and guided student-to-student discussion and collaboration.
- The **online** teacher has the knowledge and skills needed to access the available online tools, such as discussion tools, tools for monitoring student participation and grading tools.

C. The district designates an onsite coordinator who manages technical and administrative issues and serves as the primary contact person between the school, the students and the course provider.

- The coordinator sets up, organizes and supports the technical resources needed by online students and teachers.
- The coordinator monitors student progress and course participation as needed.
- The coordinator provides students and teachers timely and user-friendly responses to technical questions.
- The coordinator deals with administrative issues in a timely manner.

III. ONLINE LEARNING ENVIRONMENT

A. The learning environment and course materials are universally designed, making them accessible to all learners.

- The learning environment and course materials are accessible to students with disabilities or can be made accessible with accommodations.
- The Virtual High School does provide special education consult services at the attendance sites. If the student has a prior Individual Education Plan (IEP) that specifies direct service time, he or she may not be eligible for on-line studies through the Virtual High School. If we become aware that there is a prior IEP that we are not aware of at the application stage, the student may need to be withdrawn to attend another school where direct services can be provided.
- The software used to access the course operates on any platform (type of computer) and does not require an excessive amount of memory or processing speed.

B. The online learning environment is easy to navigate, allowing learners to focus on the content, rather than the technology.

- The students and teachers have easy and continuous access to online discussion groups, instructional materials, a tool for uploading assignments, email and assessment tools.
- The students receive training and online support (help) to aid them in navigating the online environment.

IV. PROGRAM MANAGEMENT AND ADMINISTRATION

A. The course provider has established the necessary hardware, software, Internet connectivity and support services to deliver the program of instruction.

- The course provider has established effective management systems and procedures.
- The online teacher has reliable access to all course management software.
- The course management system provides the online teacher with data on student time online and frequency of postings.
- The course provider supplies enrollment and credit information to the school or district where a student is enrolled or resides on a timely basis.
- The course provider has established procedures for fees and payments and handles them efficiently.
- The academic calendar is coordinated before the course begins.

B. Student rights and responsibilities are recognized and upheld within the course structure AND AT ANY OGLALA LAKOTA COUNTY ATTENDANCE CENTER. OLCVHS STUDENTS FOLLOW LOCAL ATTENDANCE CENTER POLICIES WHEN PRESENT AT ANY OF THE OGLALA LAKOTA COUNTY ATTENDANCE CENTERS.

- The course provider has an academic honor code, which is made available to the school, the online teacher and the students. The provider and teacher make it clear that this code must be observed in the online course.
- A system is in place for the school and the online teacher to deal with inappropriate student behavior and issues of discipline.
- Policies and systems are in place to address student and parent complaints, appeals and/or recourse if the course is not delivered as described.
- The course provider agrees to abide by state and federal student record regulations and has in place the necessary security systems to assure confidentiality of student records or work.
- Parents and students agree that the student will attend at one of the Oglala Lakota County school sites when required for State and Local testing and Parent will provide transportation to one of the sites if the student is not on a regular bus route.

C. School personnel, parents and students are notified in advance of course requirements (including time and participation requirements), technical requirements and the skills needed to be successful in distance learning.

- The course description and syllabus are available to school personnel, students and parents or guardians prior to registration.
- The course provider offers information to assist school personnel in counseling students about enrollment and participation in online courses, by providing assessments or information regarding the motivation needed for success in online courses.
- The prerequisite courses and technical skills necessary for success are clearly described.
- Technical specifications, including minimum hardware requirements, recommended connection speed and browser compatibility are provided in advance.

V. EVALUATION

A. The course provider evaluates its courses on a regular basis to determine whether they are achieving their objectives. Improvements to the courses are made based on those evaluations.

- The course provider solicits feedback about the quality of the course design, content, instruction, support systems and infrastructure from students, parents and school administrators.
- Feedback from students, parents, teachers and school administrators is used to improve the courses.
- The course provider offers a means for school administrators to monitor courses taken by their students so that the administrators can determine whether to award credit for those courses.
- The course provider is able to communicate the results of its evaluation work to the public.
- Information on student completion rates is part of the course evaluation.

VI. STUDENT ADMISSION CRITERIA

A. Complete and return the Registration, Student Internet Agreement, Rules & Policies Forms, Survey/Impact Aid Form, 506 Ed Form and Release of Information Forms.

B. Provide High School transcripts or official 8th grade Diploma and Report Card, Birth Certificate and Immunization Records. **Returning students will need to have completed at least 1 full credit = 2 online classes the previous school year with the OLCVHS to be considered for re-enrollment**

C. Complete pre-assessments as requested.

D. Fall enrollment (before the 4th Friday of September) will consist of 5 online courses.

E. For 9 - 12 students, daily progress on coursework is highly recommended. Learners should pace themselves to finish a semester course in 84 days or less. **Learners who are not making adequate progress may be subject to removal from the OLC VHS program. This program is not a perfect fit for all learners; some learners may need the support of a traditional face - to face learning experience to best meet their academic needs.**

F. Oglala Lakota County Virtual High School prefers that students transferring in to our program, be in good standing with the school they last attended, including, but not limited to:

1. Passing Grades
2. Attendance
3. Conduct

***Transfer Students** upon approval, will enroll into **1 course Only**. Senior students transferring into OLCVHS can solicit the Coordinator and/or High School Principal for the need of additional courses due to graduation timelines. Transfer students will complete their current online course before adding another course.

G. OLC VHS offers **NO Summer School courses** (students that have open courses can access them through the Summer)

H. Students agree to abide by the following:

Code of Conduct for Virtual High School Students

This Code of Conduct applies to all users of The Virtual High School Internet site. Access to the site is a privilege, not a right. Students and staff are responsible for good behavior and appropriate use of these resources. The site is provided for students to conduct research, to access lessons and resources and to communicate with others.

All **OLCVHS Behavior** is governed by the Oglala Lakota County School District Handbook to ensure all students safety.

Access to site services will be provided to students who agree to act in a considerate, responsible and ethical manner and who agree to follow rules of network etiquette (or "Netiquette"). Some examples of conventional Netiquette include, but are not limited to the following:

1. Be polite.
 2. Check your email frequently (at least every other day). It is important to keep informed. Email is the most efficient way that your instructor can contact you.
 3. Do not send abusive messages to anyone.
 4. Remember that capital letters on the Internet represent 'yelling.'
 5. Do not use all capital letters when corresponding with others in the Internet environment. Use appropriate language.
 6. Do not swear or use vulgarities.
 7. Follow the Dress code of the OLC SD 65-1, No inappropriate attire including but not limited to the most commonly known as spaghetti strap tops and low cut dress. Any dress with Drugs, Alcohol and what is known as Gang type dress and/or print and colors.
 8. Do not use The Oglala Lakota County Virtual High School site for any illegal or inappropriate activity, including violation of copyright or other contracts and accessing inappropriate sites such as pornography or chat rooms for illicit purposes.
 9. Do not use The Oglala Lakota County Virtual High School site for financial or commercial gain.
 10. Do not damage or disrupt equipment, data or system performance. Although the Virtual High School maintains virus protection software on the site, all users must be responsible for protecting files against computer viruses. Please use virus protection on your own computer.
 11. Students will not possess any aerosol cans or containers either at school or on the bus.
 12. Respect the privacy of others. Do not attempt to access the files of others or confidential files of The Virtual High School through the Internet.
- Use your own password; never share it with another person.
 - Use your name when sending messages. Do not use another's name or send an anonymous message.
 - Do not use The Virtual High School site for sending personal messages to other classes or staff members.
 - Restrict your use of the network to educational and school related activities.
 - Due to the public nature of the network, do not post your home address, phone number, or those of others. Never give out your social security number or date of birth. Any of this information can be used to harm you. Also, do not ask others for this information.

The Virtual High School reserves the right to monitor site activity, to disclose contents of email messages and to restrict access to unacceptable materials. Unacceptable uses of the site, as determined by The Virtual High School, will result in disciplinary action and/or the revoking of The Virtual High School privileges.

The Virtual High School Network Waiver: The Virtual High School site is a continuously evolving system developed to support our educational responsibilities and missions. The specific conditions and services being offered will change from time to time. The Virtual High School makes no warranties with respect to The Virtual High School site services and it specifically assumes no responsibilities for:

- The content of any information received by a student from a source outside The Virtual High School or any costs or credit card charges incurred as a result of seeing or accepting such information.
- Any costs, liability or damages caused by the way the student chooses to use The Virtual High School's services.
- Any consequences of service interruption or changes, even if these disruptions arise from circumstances under the control of The Virtual High School.

13. The Virtual High School Site User Agreement—Students and their parents or guardians agree to the terms of The Virtual High School Site Acceptable Use Policy when they register to take a course through The Virtual High School. Students and their parents or guardians should discuss these rights and responsibilities together. Violations of these guidelines could result in a loss of access as well as other disciplinary or legal action.
14. Students driving any vehicle to any of our sites must have their parents/guardian permission, register the vehicle with the site and provide a copy of the vehicle registration, insurance coverage and fuel. Students will NOT transport other students and must park in designated areas. Students will not take breaks or sit in the vehicle during school hours and must have an agreed schedule for arrival and departure that is agreed to by the student, the parent/guardian and the site coordinator. See attachment A for student vehicle permission form.

Oglala Lakota County Virtual High School recognizes the following percentages/grades:

90 – 100% = A
80 - 90% = B
70 - 80% = C
60 - 69% = D

In accordance with the State of South Dakota Board of Education guidelines, students need **22 credits** in qualifying areas to graduate.

Oglala Lakota County Virtual High School recognizes the following credit/grade assignments:

0 – 5.5 credits = 9th grade
5.5+ - 11.0 credits = 10th grade
11+ - 16.5 credits = 11th grade
16.5+ credits = 12th grade

Oglala Lakota County Virtual High School encourages all students to strive for the advanced or distinguished graduation requirements. However, some students prefer to attain the standard diploma. If this is of interest to you, please contact your site coordinator or the OLCVHS principal as appropriate forms need to be completed.

Oglala Lakota County Virtual High School students who complete their course(s) with a grade of 65% or higher may qualify for a monetary incentive.

SCSD Mission Statement:

To strengthen the Lakota identity and values of students
and to assure their overall well-being and academic success.

High School Graduation Requirements

As approved by the South Dakota Board of Education Nov. 2, 2009

Except where otherwise noted, these requirements begin with students entering 9th grade in the 2010-11 school year.

A student's Personal Learning Plan must document a minimum of 22 credits that include the following:

- (1.) Four units of Language Arts – must include:
 - a. Writing – 1.5 units
 - b. Literature – 1.5 units
(must include .5 unit of American Literature)
 - c. Speech or Debate – .5 unit
 - d. Language Arts elective – .5 unit
- (2.) Three units of Mathematics – must include:
 - a. Algebra I – 1 unit
 - b. *Algebra II – 1 unit
 - c. *Geometry – 1 unit
- (3.) Three units of Lab Science – must include:
 - a. Biology – 1 unit
 - b. Any Physical Science – 1 unit
 - c. *Chemistry or Physics – 1 unit
- (4) Three units of Social Studies – must include:
 - a. U.S. History – 1 unit
 - b. U.S. Government - .5 unit
 - c. World History - .5 unit
 - d. Geography - .5 unit
- (5) One unit of the following – any combination:
 - a. Approved Career & Technical Education
 - b. Capstone Experience or Service Learning
 - c. World Language
- (6) One unit of Fine Arts
- (7) One-half unit of Personal Finance or Economics
- (8) One-half unit of Physical Education
- (9) One-half unit of Health or Health Integration

Academic core content credit may be earned by completing an approved career and technical education course. Approval to offer credit must be obtained through an application process with the Department of Education. The application must include: course syllabus; standards based curriculum; teacher certification; and assessment of standards by methods including end-of-course exams, authentic assessment, project-based learning or rubrics.

*With school and parent/guardian approval, a student may be excused from this course in favor of a more appropriate course. A student may be excused from Algebra II or Geometry, but not both. A student is still required to take three units of Math. If a student is excused from Chemistry or Physics, the student must still take three units of Lab Science.

~Required beginning Sept. 1, 2013 Regarding the health requirement: Beginning with students who are freshmen in the fall of 2013, students will be required to take .5 unit of health at any time grades 6-12. A district may choose to integrate health across the curriculum at the middle or high school level in lieu of a stand-alone course. See Frequently Asked Questions for details.

^ Local decision. A district may decide to offer credit for extracurricular Fine Arts activities. Students may be granted up to one credit in Fine Arts for participation in extracurricular activities. A maximum of 1/4 credit may be granted for each activity in each school year.

ATTACHMENT

OLCVHS STUDENT HANDBOOK

STUDENT VEHICLE PERMISSION FORM

The undersigned student, parent/guardian and site coordinator agree that they have fully discussed the OLCVHS Handbook concerning vehicle use by students and further agree to the following:

STUDENT NAME: _____

PARENT/GUARDIAN NAME(S): _____

VEHICLE MAKE, MODEL & YEAR: _____

LICENSE PLATE: _____ (State and ID #)

_____ Copy of valid, unexpired vehicle registration attached

_____ Copy of valid, unexpired insurance coverage attached

_____ Schedule of agreed arrival and departure times completed (see table below):

	Monday	Tuesday	Wednesday	Thursday	Friday
Arrival time					
Departure time					

Student must have a completed vehicle permission form on file with OLCVHS prior to driving to any of the OLCVHS sites.

Student must follow all site rules and agrees that he or she will NOT transport other students and will park only in areas designated for student parking.

Student further agrees that he or she may NOT take breaks or sit in the vehicle during school hours.

Student Signature Date

Parent/Guardian Signature Date

Site Coordinator Date

OGLALA LAKOTA COUNTY SCHOOL DISTRICT 65-1

OLCVHS STUDENT HANDBOOK

PLEASE SIGN BELOW AND RETURN TO SCHOOL OFFICE

I (We), _____, Parent(s)/Guardian(s) of
_____ have received the contents of the Oglala Lakota County 65-1 OLCVHS Student Handbook.

_____ Parent/Guardian

_____ Date

_____ Parent/Guardian

_____ Date

Rules and Policies Form

- I will/have read the Handbook, including the Code of Conduct (pg.7-8) and will abide by the rules.
- I will/have read the Rules and Policies.
- I understand that I must log into my course(s) regularly each week or I may be dropped from the online campus.
- I understand that if I fail to access my classes and complete the assignments due during the first ten (10) days, I may be withdrawn from the current semester.
- I understand that I will use the state email and/or communication platform provide within course account for my online course(s).
- I understand that I should regularly check my email/ or communication platform provided within course account as that is the first place my instructor(s) and administrator(s) will contact me.
- I understand that I am responsible for completing my course(s) on time.
- I understand that if I fail to complete the requirements of the course(s), I will fail the course(s).
- I understand that I must complete at least 1 class (.5 credit) per semester to remain eligible for re-enrollment for the next semsester.
- I must successfully complete the online Student Orientation before I gain access to my course(s).
- I understand that once enrolled in course(s), the school district will not receive a refund.

Student's Name (Please Print) _____

Student's Signature _____

Date _____

Parent's Signature _____

Date _____

School Official's Signature _____

Date _____