



ASMSA ODE  
Student, Parent &  
Guardian Handbook  
2009-2010

# INTRODUCTION

Welcome to the exciting world of distance education. As a student enrolled in an Office of Distance Education (ODE) course, you need to be aware of the similarities and differences between regular classroom instruction and distance education classroom instruction. This handbook is intended to introduce you to the many aspects of our program and to assist you in becoming a successful learner.

## STRUCTURE OF ODE CLASSES

Monday through Friday are on-line days. On-line days are normally contact days between the instructor and students.

Students in ODE classes are from various school districts throughout the state of Arkansas. In some cases the student may share their class with students from another school.

An important aspect of ODE classes is the instructor Moodle page. This web page is located at: <http://ode.asmsa.org/> This page contains a link to weekly agendas, handouts, grades, information about the instructor, the subject studied, etc.

The Office of Distance Education uses Compressed Interactive Video (CIV) to teach classes. In CIV classes, students and the instructor can see and hear one another in real time, interacting in much the same way as in the traditional classroom. Dependent on technology available, educators can use slide show presentations, overhead transparencies, and videos, just as they might in a traditional classroom.

### **Your Instructor**

Instructors at the Office of Distance Education are certified and highly qualified teachers in their subject areas. Each instructor has an individual web page with contact information as well as additional information for you to use throughout the year.

### **Your Facilitator**

The facilitator supervises students at individual schools while receiving instruction under the guidance of your ODE instructor. The facilitator helps in a variety of ways such as maintaining classroom discipline, collecting homework, providing class handouts, etc. In addition, the facilitator has the authority to enforce the policies of the school and of the ODE instructor.

# EXPECTATIONS OF AN ODE STUDENT

## Take responsibility for your learning

ODE students are expected to be mature learners. To guarantee success pay attention, ask questions, complete homework and study for quizzes and tests.

## Attend Class

Attending class is extremely important. If you are absent, you remain responsible for homework, notes, and all class related assignments and materials per your school's policy. Check with your facilitator, and, if necessary, with the ODE instructor for the materials you need to keep up with the class.

## Be Considerate

You may be in class with students from different schools with varying backgrounds. Treat everyone in your class with respect at all times, facilitator, instructor, fellow students etc. No derogatory comments will be tolerated. Any comments seen by the instructor as disrespectful or derogatory will be referred to the principal at the discretion of the instructor and or facilitator.

## Participate

Participation in the class is vital. Participation involves paying attention during instruction, answering when called upon and asking questions related to the topic being covered. To ask a question, raise your hand, wait to be recognized and politely speak up. The purpose of this program is academic success. Remember that the ODE instructors are here to assist students.

## Homework

The purpose of homework is to practice and to reinforce material learned in class and to identify areas of the subject where students need help. Use your homework as a diagnostic tool. If you have any questions about any homework material you are encouraged to ask questions and your instructor will help you.

# YOUR GRADE

Student grades in any given ODE course will be derived from the following areas:

- Homework
- Written Tests
- Quizzes
- Projects
- Cumulative Exams (percentage grade submitted by ODE and averaged by individual school district)

## Cumulative Exams

At the end of each semester students will be given a required cumulative exam that evaluates knowledge of the material covered during the semester. There are no exemptions from these exams.

## Webgrade

All ODE instructors upload scores for student work into the “Webgrade” program. The ODE instructor will provide students passwords and instructions on how to access this program. All students are required to check their Webgrade on a weekly basis. If a student has any question in regard to grades, completed assignments, etc. they should report the issue to the facilitator immediately.

## Graded Homework

Students are required to keep all returned graded homework for the entire school year. In the event there is a question regarding student grades this provides a means for the instructor to easily clarify any questions in regard to grade entries in Webgrade.

## Make-up Work Due to Absences

If a student has an excused absence the student should complete all graded assignments as allowed by their school’s make-up policy and submit the material to the facilitator. If the absence extends more than three days, it is the student’s responsibility to make arrangements with the instructor for timely completion of the work. In cases of extended excused absence, the instructor may consult the ODE Department Chair to develop a plan for the student to complete the coursework.

## Academic Honesty Policy

Students are expected to do their own work and to give credit to the originator of the ideas when using the thoughts or work of others. Examples of academic dishonesty include, but are not limited to, plagiarism, stealing academic property belonging to the school or another student and cheating.

Students who are identified as being in violation of the Academic Honesty policy will not receive credit for that work. If a facilitator discovers that a student is in violation, the facilitator should notify the ODE instructor in addition to following the policy of their school. If an ODE instructor suspects academic dishonesty the instructor may call a conference with the student and facilitator. If the ODE instructor continues to suspect academic dishonesty, the instructor will report the situation to the ODE Department Chair for further action.

## Classroom Discipline

Class discipline will be in accordance with the policies of the school being instructed. Controlling the behavior of the students is the responsibility of both instructor and facilitator in partnership.

Each ODE instructor may establish their own rules for the classroom as long as they do not supersede the policies of the remote schools.

In the event of serious student discipline issues, rudeness, disruption, insubordination etc. the name of the student and the specifics of the problem will be reported to Asst. Department Chair immediately.

Following the report, the behavior will be investigated. If action is merited, the procedure below will be as followed incrementally upon each violation:

1st Offense: Department Chair calls school principal

2nd Offense: Letter will be sent to parents requesting a conference in regard to problem

3rd Offense: Student receives suspension from ODE classes for one week. Parents notified in writing. Student is expected to complete all assigned work during that time.

4th Offense: Student suspended or expelled from class as determined by Assistant Department Chair, Department Chair, Director of Outreach and school principal.

## TUTORING/EXTRA HELP

The instructor is here to help the student! The instructor will be available by appointment. If a student needs additional help, the student should do so by contacting the instructor either directly or through the facilitator.



*Real Teachers - Real Time*

# OFFICE OF DISTANCE EDUCATION



200 Whittington, Hot Springs, AR 71901 - Phone: 501-622-5141 Fax: 501-622-5144 - Website: ode.asmsa.org

Office of Distance Education at the  
Arkansas School for Mathematics, Sciences & the Arts

## STUDENT CONTRACT

Student Name: \_\_\_\_\_

School: \_\_\_\_\_

Course: \_\_\_\_\_

ODE Instructor: \_\_\_\_\_

### **I hereby acknowledge the following responsibilities:**

- I am responsible for making sure that I am prepared for each class. This includes having my textbook, notebook, assignments, and other supplies (i.e. pen, pencil, and paper) at the beginning of class.
- I am responsible for asking the instructor if there is anything I am unclear about regarding any aspect of the class as soon as possible.
- I am responsible for all lecture information given. If I am absent, it is my responsibility to obtain all missed assignments and materials. I further understand that I am responsible for submitting all make-up assignments as stated in the student handbook.
- I have read, understand and agree to adhere to the guidelines established for the course as stated in the student handbook.

Student signature: \_\_\_\_\_

Parent signature: \_\_\_\_\_

Witnessed by: \_\_\_\_\_ (Facilitator)

Date: \_\_\_\_\_



*Real Teachers - Real Time*

# OFFICE OF DISTANCE EDUCATION



200 Whittington, Hot Springs, AR 71901 - Phone: 501-622-5141 Fax: 501-622-5144 - Website: ode.asmsa.org

Office of Distance Education at the  
Arkansas School for Mathematics, Sciences & the Arts

## GENERAL RELEASE FORM

\*\*\*STUDENT / PARENT COPY\*\*\*

*PLEASE SIGN AND RETURN*

To the Parents/Guardians of all distance education students,

In an effort to promote this distance education program, the Office of Distance Education (ODE) would like to request your consent for the use of your son or daughter's audio or video representations within our program. It should be understood that your son or daughter's actual name will not be used in this material.

We hope that you will afford ODE the privilege of making your son or daughter a part of our promotional efforts.

Office of Distance Education Staff

I hereby give my consent for the use of my son or daughter's audio or video representation with the Office of Distance Education at the Arkansas School for Mathematics, Sciences and the Arts.

Student's Name: \_\_\_\_\_

School: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_