



ASMSA ODE
Student Handbook
2011-2012

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

Students in ODE classes are from various school districts. In some cases the student may share their class with students from other schools.

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)

Mid-Year and End-of-Year Exams

At the end of semester one, students will be required to take an ODE Mid-Year-Exam. At the end of semester two, students will be required to take an ODE End-of-Year Exam. These exams will evaluate knowledge of the material covered during each semester. There are no exemptions from these exams.

Micrograde

All ODE instructors upload scores for student work into the online "Micrograde" program. The ODE instructor will provide students passwords and instructions on how to access this program. All students are required to check their "Micrograde" 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 "Micrograde."

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 principal 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 in consultation with the ODE assistant principal. If the ODE instructor continues to suspect academic dishonesty, the instructor will report the situation to the ODE principal for further action.

Classroom Discipline

Classroom discipline will be in accordance with the policies of your school district. Each instructor may establish his/her own class rules and procedures as long as they do not conflict with local school policy. In the event of serious student discipline issues, that name of the student and the specifics of the problem will be reported to the local principal. Classroom discipline is a partnership between the distance learning instructor, facilitator, and local school administration. The assistance and support of the local high school principal is necessary to provide a successful experience for all distance learning community members.

If action is merited, the procedure below may be followed upon each violation:

1st offense - Facilitator will be asked to complete a Discipline Report

2nd offense – School Principal and parent contact may be requested

3rd offense – Student may lose privilege from classes for one week. Parents may be notified in writing. Student is expected to complete all assigned work for that time.

4th offense – Student may be officially dropped from the class. If this occurs, the student may not receive credit for the distance learning course.

*Please be aware that some actions may result in immediate removal from the class regardless whether it is the first, second or third offense. If a student is removed from the class, he/she may be issued a W,F, or not receive a grade.

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 • UA SYSTEM

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 and for checking my grades on-line at least one time per week.
- 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: _____

Witnessed by: _____ (*Facilitator*)

Parent/ Guardian signature: _____

Parent/Guardian e-mail: _____

Date: _____



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THE OFFICE OF DISTANCE EDUCATION 2011- 2012 GENERAL RELEASE FORM

STUDENT / PARENT COPY

PLEASE SIGN AND RETURN

To the Parent/Guardian of Office of Distance Education students:

In an effort to share educational activities among our client schools and promote the Office of Distance Education; we request your permission to use your son or daughter's image in various media. For example, articles highlighting student achievement and program success in the newspaper and other publications, various social media, and our program web pages. Likewise, we ask your permission for your son/daughter to communicate with their teachers using online tools (email, Moodle, blog, etc.) to send assignments and edit work if requested by their instructor. Please feel free to contact me if you have questions in regard to the above.

Sincerely,

W. David Slaymaker, ODE Principal
The Office of Distance Education
Phone: 501.622.5434
E-mail: slaymakerd@asmsa.org

I hereby give my consent for the use of my son or daughter's representation in various media as above and to use on-line tools if requested by their instructor.

Student Name: _____

School: _____

Parent/Guardian Signature: _____

Date: _____