ConnectOR

Student/Parent
Virtual Instruction Handbook

2020-2021

Every student prepared for college, career and life success.

WELCOME TO

ConnectOR: Virtual Learning with Oak Ridge Schools

o The ConnectOR program at Oak Ridge Schools provides a home-based option to students for whom an online, virtual education is appropriate.

o Students who partcipate in ConnectOR will use a rigorous, relevant online curriculum, with guidance from certified, highly-qualified teachers to complete the state-required curriculum from home or any place where a computer and a high speed internet connection are available.

o If your student needs this option, you must complete an application and participate in a meeting to review the student learning expectations with a school administrator.

o Complete and return the ConnectOR application form to Dr. Kelly Williams at kmwilliams@ortn.edu at your earliest convenience.

o Your student will be provided the device he/she needs for digital learning. We will work diligently with families to ensure each and every student has the wireless access needed to use these devices or we will offer a paper alternative.

o When families have internet access, all activities can be done online, eliminating potential health risks associated with packet distribution and face-to-face instructional support. As with face-to-face instruction, timely completion of assignments is expected for students to receive grades and course credit.

**VISION
STATEMENT**

ConnectOR will combine virtual content with teacher guidance to equip and inspire students to become stewards of their own education. Through self-paced learning and diversified academic programs, students will prepare for post-secondary education and the workforce.

Contact Information:

Dr. Kelly Williams
304 New York Avenue
Oak Ridge, Tn 37830
Phone: 865-425-9013
ConnectOR@ortn.edu

ENROLLMENT

ConnectOR at Oak Ridge Schools is a program in which students may take courses online instead of at their school. Parents who are interested should complete the ConnectOR application found at www.ortn.edu. Parents and students must participate in a meeting to review the student learning expectations with a school administrator. This meeting will be scheduled by administrators after the application is submitted. Because the online learning environment is not appropriate for every student, the purpose of the application, and review process is to determine whether the program can successfully meet the needs of each student.

Students are encouraged to remain in ConnectOR for a full semester. Requests for program changes will be addressed at the end of each quarter. If the parent chooses to withdraw from ConnectOR in order to homeschool, a homeschool affidavit must be filed with Oak Ridge Schools' Central Office.

Students enrolled in ConnectOR are expected to follow the Oak Ridge Schools Student Handbook as well as all Oak Ridge Schools Board policies. Students must commit to staying up to date in all courses; this is defined as having completed all work assigned for a given week. We recommend working 5 hours per course, per week on average, but the time it takes each student to stay on pace will vary.

Anti-Discrimination/Harassment Policy

Oak Ridge Schools is committed to safeguarding the right of all ConnectOR participants to work and learn in an environment that is free of discrimination or harassment. Discrimination/harassment on the basis of race, color, ancestry, religion, national origin, age, sex, or disability in any form will not be tolerated. The anti-discrimination policy and procedures for addressing discrimination/ harassment complaints currently in board policy shall be followed. Compliance will be the responsibility of each participating school. Complaints should be filed with the complainant's school.

Equity

ConnectOR at Oak Ridge Schools is committed to an equal education for disadvantaged and underserved students. Recommended policies and procedures are provided to ensure that all students can take advantage of the opportunities created by the program.

Title VI/IX and Other Equity Legislation

All schools must be in compliance with all Federal Civil Rights legislation. Title VI of the Civil Rights Act of 1964 protects people from discrimination based on race, color, or national origin in programs or activities that receive federal financial assistance. Title IX of the Education Amendments of 1972 ensures that no person shall, on the basis of gender, be excluded from participation in, be denied the benefits of, or be subjected to discrimination in any federally assisted program. In addition, state civil rights legislation will apply to Virtual Learning courses. Compliance with all civil right legislation will be the responsibility of each school and complaints should be filed with the complainant's school and should follow the school's grievance procedure.

ATTENDANCE

ConnectOR students are expected to attend and participate in their online education courses as fully as they would attend and participate in a traditional classroom course. Students will be given weekly due dates and are responsible for completing those assignments in a timely manner. Both teachers and Parent/ Guardians are expected to monitor student attendance and class progress. Students must be willing to complete all assignments in accordance with the pacing guide and deadlines established by the online instructor. We recommend spending five (5) hours per course, per week. Since this is an online program, inclement weather (i.e. snow days) will have NO impact on a student's 5 hours per course, per week minimum or pacing. Students MUST continue to meet time requirements and remain on pace in each class. Teachers will seek daily visual, verbal, and/or written confirmation of student participation in instructional time and record daily attendence using Skyward. Attendance tracking methods include such options as: students participating in a phone call with a teacher, with parent or legal guardian support as appropriate for the age of the student; students participating in synchronous virtual instruction; students completing work in Canvas, Clever, or Seesaw; students submitting work via hard-copy or virtual formats; or completion of on-line learning modulesAttendance can also be calculated based on the virtual program curriculum pacing, as determined by Oak Ridge Schools' Calendar. Attendance for a given week is taken on the following Monday. Students will be counted absent for any day's work not completed the previous week as specified in the curriculum course pacing.

A student is considered truant on the 5th unexcused absence. If attendance policies are not followed, parents and/or legal guardians may receive notice to appear before the truancy review and support team. Students who do not begin their courses within the first seven (7) days or who do not demonstrate adequate progress (an average of 60 or better) at the first progress report will be dropped from the course.

Absences: All absences are unexcused, unless a doctor note is provided or the school administrator chooses to excuse an absence due to an extenuating circumstance. Excuses must be submitted to the Administrator within three (3) school days. Family trips/vacations are not excusable.

A Truancy Petition can be filed with the Juvenile Court for all students who accumulate the equivalent of five (5) or more days of unexcused absences (per Oak Ridge Schools Student Handbook).

Calendar: ConnectOR follows the regular Oak Ridge Schools Calendar which can be found at www.ortn.edu. Students are not expected to log course hours on days that are designated as holidays, but they may do so, if they choose. However, teachers will not be available on days designated as holidays.

EXPECTATIONS

- *Students*: minimum expectations

1. Stay on pace in all courses. (This should take approximately 5 hours of attendance per course, per week)
2. Attend Student/Parent Orientation session
3. Attend virtual tutoring sessions as needed or reccomended by teacher.
4. Maintain contact with teacher weekly
5. Read emails daily
6. Take all State-required tests at the time and place specified by the Administrator
7. Follow policies for behavior, cell phone use, dress code, etc. as outlined in the both the ConnectOR and Oak Ridge Schools Handbooks

- *Parents*: minimum expectations

1. Facilitate student learning by checking progress in Canvas / Skyward
2. Assure student is in "attendance"
3. Provide internet access
4. Provide all necessary enrollment paperwork
5. Attend Student/Parent Orientation session
6. Collaborate with teacher in monitoring student progress
7. Check email daily
8. Follow policies as listed in the ConnectOR and ORHS Handbooks

BEHAVIOR

Plagiarism/Academic Honesty: Academic integrity is critical to Virtual Learning success. Students are expected to do their own work. Students are expected to follow the ConnectOR Academic Honesty Policy and the Plagiarism Policy, which are found in the appendix. Issues regarding a violation of these policies will result in disciplinary action and possible dismissal from the program. The **minimum** consequence for plagiarism is clearing all answers in the lesson and starting over. The **maximum** consequence is dismissal from the program.

Dress Code: Students are expected to follow the ORS Student Handbook Dress Code when attending any on-campus event.

Communication: Students are expected to follow the Oak Ridge Schools' Discipline code and Technology User Agreement which can be found at www.ortn.edu.

Students will be assigned Oak Ridge Schools email address. Students' personal email should not be used for school activity. Students are expected to follow the Acceptable Use Policy for Technology/Internet policy as outlined in the ORS Student Handbook.

Student Discipline, Rights, and Responsibilities: As with any classroom, the online instructor should attempt to address discipline problems directly with the student prior to referring the student to another individual. However, if the instructor is unable to resolve the problem or if the infraction is such that it requires administrative notification, the instructor will contact the student's Assistant Principal. The Assistant Principal will have responsibility for addressing the problem depending upon the infraction. The Responsible Use Policy will be used in dealing with instances of plagiarism and cheating. Local discipline codes and sets of student rights and responsibilities will be used in handling all other situations. If a student is experiencing a problem with an instructor, the following procedures should be followed:

1. The student should consult the teacher for ways to improve.
2. The student is expected to engage in the solutions offered by the teachers. This may include but is not limited to virtual tutoring with the teacher.
3. If the problem still exists, the parent should communicate with the teacher.
4. If the problem continues to exist, the parent can request a school meeting to include the teacher, the student, the parent(s), the appropriate school counselor, and a school administrator. The team will form a plan of action.

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EXTRA-CURRICULAR ACTIVITIES

Students zoned for Oak Ridge Schools who are enrolled in ConnectOR will have the same opportunities to participate in athletics/after school extra-curricular activities as students attending classes at Oak Ridge Schools, with the following expectations:

1. Students are responsible for contacting the coach or club sponsor of any extra-curricular activity in which they wish to participate.
2. Students will comply with all of the policies and procedures of the zoned school while on campus, including dress code for that school.
3. Students who participate in athletics will be subject to all TSSAA rules and regulations.
4. Students will be subject to the same disciplinary actions as all other students.
5. Students will meet the same attendance and grade expectations for participation as all other students.
6. It is understood that academics take precedence over any extra-curricular activities. This includes required testing sessions, required tutoring, and class meetings/field trips.
7. Parents are responsible for providing transportation to extra-curricular activities.

GRADING/ GRADUATION

Grading: Grades will be issued to students based on formal evaluations conducted by teachers. This includes quick checks, quizzes, course assessments, graded discussions, projects, tests and state assessments. For additional information related to Oak Ridge High School grading policies, please see the Oak Ridge High School Academic Planning Guide.

Graduation: Oak Ridge High School graduation requirements must be met for a student to earn a regular high school diploma. During the review meeting, Oak Ridge High School staff will work with students to plan course enrollment. Core content will be offered at the CP level. In grades 9-12, the students must complete the following 22 courses/credits successfully:

   4 English
   4 Math (Algebra I, Geometry, Algebra II, & an upper Math)
   3 Social Studies (US History, World History or Geography, & Gov't/Economics)
   3 Science (Biology I, Physics or Chemistry & 1 other lab Science)
   1 Wellness
   .5 PE
   .5 Personal Finance
   2 World Language (same language)*
   1 Fine Arts*
   3 Area of Focus Electives**

*may be replaced by other electives if student is not planning to attend a 4-year university. Parent and student must sign the opt-out form.
**Students may pursue three full credits through the Credit Advancement option as an elective focus.

Oak Ridge Schools
District Calendar 2020-2021

July 2020
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

August 2020
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

September 2020
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		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

October 2020
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4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

November 2020
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

December 2020
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

January 2021
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

February 2021
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

March 2021
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

April 2021
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

May 2021
S	M	T	W	T	F	S
						1
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9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

June 2021
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

Counselors/Facilitators Report: July 6th
Teachers Report: July 20th
Students Report - Early Dismissal Districtwide: July 29th
Early Dismissal K-8 Only: July 30th

Labor Day Holiday: September 7th

Fall Break: September 28th-October 9th
Fall School Intersession: September 28th-October 1st
Fall Parent/Teacher Conferences: October 20th/21st
Early Dismissal Elementary Only: October 20th

Election Day – No School: November 3rd
Thanksgiving Break: November 25th-27th

Winter Break Early Dismissal Districtwide: December 18th
Winter Break: December 21st-January 4th

Staff Professional Development - No Students: January 4th
Students Report: January 5th
Dr. Martin Luther King Jr. Holiday: January 18th

Winter Parent/Teacher Conferences: February 10th/11th
Early Dismissal Elementary Only: February 11th

Spring Break: March 15th-26th
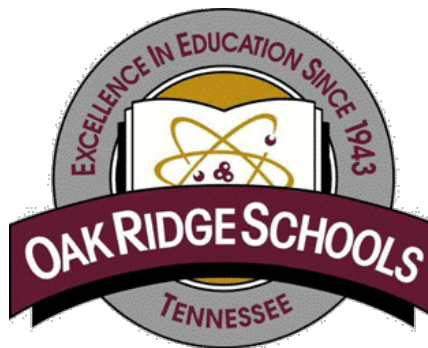Spring School Intersession: March 15th-18th

Good Friday Holiday: April 2nd

ORHS Commencement: May 27th
Student Last Day - Early Dismissal Districtwide: May 28th
Memorial Day Holiday: May 31st

Teacher Last Day: June 1st

EXCELLENCE IN EDUCATION SINCE 1943
OAK RIDGE SCHOOLS
TENNESSEE

1st Quarter Days	42
2nd Quarter Days	46
3rd Quarter Days	48
4th Quarter Days	44
Total Instructional Days	**180**

APPENDIX

ConnectOR Plagiarism Policy 2020-2021

The staff of the Virtual Learning at Oak Ridge Schools expects you to behave with academic integrity and exhibit responsibility. This means you should complete original work and perform to the best of your ability. Plagiarism and cheating clearly violate this honor code. Cheating includes copying another's work or allowing your work to be copied. Violating the plagiarism policy will result in a disciplinary action by your teacher or principal.

Definition of Plagiarism
Plagiarism is the unauthorized use of someone else's work. This includes claiming work from friends, parents, and tutors as your own. Improperly documented information from websites, books, or other resources is also plagiarized.

Examples of Plagiarism
The following are examples of plagiarism:
- Copying another student's paper from a school computer or from a printed copy
- Taking key words or phrases or facts from an electronic source without properly citing the source
- Using keywords or phrases from a source without placing those words in quotation marks and without placing an in- text citation in the paper at the end of each sentence containing such quotes
- Placing a citation at the end of a passage in your paper without making clear which of the preceding sentences contain(s) the information taken from the source
- Documenting only quoted material, but not documenting paraphrased or summarized material
- Turning in a paper without proper in-text citations or without a Works Cited page
- Failing to cite a fact that is not common knowledge. (If you are in doubt about whether or not an item is common knowledge, ask your instructor. If your instructor is unavailable, cite the item.)
- Downloading a paper from the Internet

Things you should know
- Plagiarism is easy to expose. The resource that most students use to plagiarize, the internet, makes detection very easy.

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- All parties involved are equally guilty of plagiarism. The student who makes his or her work available to be plagiarized is equally as guilty as the student who plagiarizes.
- Ignorance of the rules is no excuse; follow your teacher's directions for documenting sources carefully to avoid plagiarism.

As a result, when, not if, involved parties are caught, the following consequences will be adhered to:

1. Under-documentation/unintentional plagiarism: Parent phone call and redo assignment for less credit.

2. Intentional copying of another person's work (online or print material): Teacher will call the parent, receive a zero credit for the assignment, and complete an alternate assignment. 1st Offense: Cheating documented and administrative conference, 2nd Offense and beyond: Student will receive consequences according to Oak Ridge Schools Discipline Policy.

ConnectOR ACADEMIC HONESTY POLICY

Academic honesty means that a student's behavior is ethical and his/her work is his/her own. Plagiarism is only one example of academic dishonesty. Acts of academic dishonesty are serious violations of the trust necessary for a productive educational experience. This policy describes the actions that constitute violations of the Academic Honesty Policy, as well as the possible consequences for such violations.

Activities Covered by Academic Honesty Policy	Definitions
Cheating on Tests:	Giving or using assistance for a test, examination, or quiz without the permission of the teacher. This includes (but is not limited to) "cheat sheets," sharing answers, looking on others' papers, inappropriate use of cell phones and calculators, and sharing test information with members of other class periods.
Falsifying Data:	Inventing information or sources. This includes (but is not limited to) forging parent signatures, creating false data or facts for a project or paper, using internet translation sites or other translation software for foreign language assignments, and altering grade reports.
Copying Homework and/or Other Assignments:	Sharing work with others that was assigned to be done individually. This includes (but is not limited to) sharing and/or copying homework, papers, projects, and computer programs.

Working Together Inappropriately:	While exchange of academic ideas is important for educational growth, there are forms of collaboration which are inappropriate. Instances of inappropriate collaboration include (but are not limited to) having parents provide answers or work, having classmates provide answers or work, and any other assistance that is not expressly allowed by the teacher.
Plagiarism:	Using another's ideas, words, or work without giving credit to the original author. This includes (but is not limited to) failure to give credit to or cite references for the author/creator of quoted or paraphrased material, failure to use quotation marks for directly quoted material, using facts, figures, charts or other information without citing its source, submitting a paper obtained from the internet or other writing service, and having a classmate or parent write a paper or complete a project.
Theft, Alteration, or Distribution of Materials:	Taking, altering, and/or distributing any student, teacher, or library materials. This includes (but is not limited to) stealing teacher files or other materials from file cabinets, desks, and/or other classroom areas, and accessing, deleting, modifying, transferring, or receiving of computerized files without authorization
Avoiding Tests and/or Other Assignments:	Repeated absences on test days, project due dates, quiz dates or other deadlines.

GENERAL PRINCIPLES

It is students' responsibility to read and understand the honesty policy. Not knowing the policy does not excuse dishonest behavior.

Violations of the Academic Honesty Policy will be determined only by reviewing students' actions. A student's thoughts or intent will not be considered. Since it is impossible to know whether a student intended to cheat or not, only a student's actions and behavior can be judged.

It is every student's ethical responsibility and obligation to report violations of the Academic Honesty Policy. Students may report violations anonymously.

POSSIBLE CONSEQUENCES FOR POLICY VIOLATION
- Zero on assignment
- Parent notification
- Suspension
- Detention
- Parent / student / teacher / counselor conference
- Referral to Administrator
- Prohibition of participation in extracurricular activities, elected or appointed student offices, and/or athletics

ConnectOR

FAQ

Families are encouraged to enroll in ConnectOR before July 25.

Will students be allowed to move from ConnectOR to on-campus learning during the school year?

Yes, students will have an opportunity to move back to on-campus learning at the end of each quarter. Requests for program changes can be submitted to school administrators during the following windows:

September 21-25

December 14-18

March 8-12

What will students learn in ConnectOR?

Students will work to master grade level learning standards in each core subject area through the completion of online modules provided by Florida Virtual School (FLVS) and Oak Ridge Schools (ORS) certified teachers in grades K-8. ORHS students will complete modules in APEX. Work will include both online and offline activities. Certified ORS teachers will support students enrolled in ConnectOR.

What is the role of the Parent or Legal Guardian in ConnectOR?

Parents/guardians play a key role in their student's success in any learning environment, but even more so with ConnectOR. It is the expectation of ConnectOR that parents/guardians will be involved in their child's learning by participating in the welcome call with the teacher. During this call, the parents/guardians are introduced to the requirements of the course and begin building strong teacher-student-parent relationships. In order to be kept informed of student progress, parents/guardians will also need to be available for a monthly contact with each of their student's teachers and will have the ability to choose a preferred method of contact (phone, email, text). Parents/guardians should encourage their child to consistently work in their courses weekly to maintain pace and view on-going teacher feedback. Parents/guardians need to ensure that their student is making continuous learning gains weekly, which can be monitored through a parent/guardian account in your Student Information System.

What is the role of the Student in ConnectOR?

The student's role in Connect OR is to learn to the best of his/her ability. Therefore, students should expect to take age-appropriate individual responsibility for their own learning, such as: applying themselves to their studies in a focused and serious manner, working hard, becoming engaged in the lessons and activities, asking questions, exploring their personal interests, improving areas of academic weaknesses, and capitalizing on strengths—and at all times, completing their own work with academic integrity.

What re the Recommended Instructional Hours?

To meet the state's requirements, families should aim to complete the following minimum hours of schooling each week which includes activities on and offline activities:

Kindergarten, 1st grade, 2nd grade, and 3rd grade:

> • Recommended Hours per Day - 4 + physical activity and creative activity time
>
> • Recommended Hours per Week - 20 + physical activity and creative activity time

4th – 8th grades:

> • Recommended Hours per Day - 5 + physical activity and creative activity time/ Or 5 hours per course per week
> • Recommended Hours per Week – 25 + physical activity and creative activity time

9th -12th grades:

> • Recommended Hours per Course - 5 + physical activity and creative activity time

What is the role of the Teacher in ConnectOR?

The teacher is the primary contact for students and parents/guardians with regard to subject-specific questions. These teachers are qualified to provide instructional interventional strategies as needed and to handle the following instructional questions:

> • Curriculum or materials
>
> • Course scope and sequence
>
> • Modification of assessments for students with documented special needs
>
> • Testing
>
> • Grading and progress reports
>
> • Help with an assessment or concept

Teachers proactively monitor each student's progress using our Student Information System and Learning Management System and through regular contact via phone, texting, and email. Teachers score assessments and provide feedback on the student's performance through formal means, such as assessment grades, comments, and regular progress reports, as well as informal means, such as phone calls and online communication. Depending on a student's needs and grade level, teachers provide instruction in different ways.

After receiving an application for ConnectOR, school administrators will schedule an enrollment meeting to discuss additional program details.

ConnectOR Launch Date: August 12

K-5 Sample Lessons
- Language Arts Grade 3 https://www.myflvs.net/course-previews/elementary/Language_Arts_Grade3/

- Math Grade 5 https://www.myflvs.net/course-previews/elementary/Math_Grade5/
- Science Grade 2 https://www.myflvs.net/course-previews/elementary/Science_Grade2/
- Social Studies Grade 1
  https://www.myflvs.net/coursepreviews/elementary/SocialStudies_Grade1/