



Virtual/OCR

Instructor: Robbin Hallford Room: A207

Email: robbinhallford@misdmail.org

Phone: 682-314-1600

Welcome:

The Virtual/OCR Lab is an Internet based instructional program that offers a state approved curriculum on a self-paced schedule. Students are expected to complete .5 credits every 9 weeks in credit recovery and .5 credits per semester in Virtual courses. Students are required to follow the Mansfield ISD Student Code of Conduct, the Technology Acceptable Use Policy, and rules for the Lab. Enrollment in this program is a privilege and is offered for free for MISD students. Any repeated violations of the rules will result in removal from the program.

Technology:

Online and Credit recovery courses use various sites. You will be instructed as to which site(s) you will be working from.

- TVS login site: <http://tvs.esc4.net/>
- Advanced Academics login site: <http://roads.advancedacademics.com>
- Advanced Academics teacher contact information: 866-235-3276, option 2, then option 1-5 depending on the subject.
- Odysseyware (Credit Recovery): <https://mansfield.owschools.com/owsoo/login/auth>
For the Odysseyware software to display correctly, all users, both teachers and students, must use **Firefox** as their Internet browser. Internet Explorer will not display correctly. Firefox should be preinstalled on all MISD computers and can be found by clicking on the Start Menu and selecting "All Programs."

Pathway to Success:

Participation in an online course is essential. All students need to arrive in class on time with an open-mind and a willingness to participate and stay on task. Students will be evaluated regularly to make certain you are meeting online milestones. We will be encouraging each of you to meet deadlines and course progress goals. Below are some guidelines for staying actively engaged and completing the course successfully.

- Computers are to be used only for the completion of assigned coursework. Please avoid surfing the Internet during valuable class time.
- Students must be working at all times in the program. Progress is continually monitored.
- All work must be done quietly. Respect your neighbors. At any time, a student could be testing.
- Students must sit next to someone who is taking a different subject.
- Please leave IPOD's and cell phones put away.
- Students are not allowed to write down pretest or quiz questions.
- Food and drinks should be stored away from computer area.
- Quizzes and tests must be taken in the lab under supervision. Please notify the teacher when ready to take quizzes/test.
- Cheating is prohibited and will result in disciplinary action.

Choices and Consequences

This class participates in the development of classroom expectations. We, as a group, form a "Social Contract". Each student signs the contract to show their commitment. This "contract" is based primarily on respecting yourself, each other, and the student's environment. Bottom line is we will practice respect and work hard.



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District/Campus Policies:

In addition to agreeing to the course success plan, students must adhere to District and Campus policies as indicated in the district high school handbook found at [www <http://www.mansfieldisd.org/uploaded/schools/assets/highschoolhandbook.pdf>](http://www.mansfieldisd.org/uploaded/schools/assets/highschoolhandbook.pdf) I have highlighted some of the details as they apply to this course below. Please read carefully:

Attendance:

Regular school attendance is essential for the student to make the most of his or her education—to benefit from teacher-led activities, to build each day's learning on that of the previous day, and to grow as an individual. Absences from class may result in serious disruption of a student's mastery of the instructional materials; therefore, the student and parent should make every effort to avoid unnecessary absences. Two state laws, one dealing with compulsory attendance, the other with attendance for course credit, are of special interest to students and parents. An absence is defined as missing 20 minutes or more of any class. For more information on the districts attendance policy please refer to the high school handbook referenced above.

Tardiness:

All tardies after 3 will result in a referral and the assistant principal will determine the appropriate course of action.

Be aware of the following statement in the student handbook: ***Excessive tardies may result in an alternative placement.**

Five tardies or more within a 6-month period may result in truancy charges being filed with the juvenile courts. (TEC 25.095)

NOTE:

- Tardies are cumulative per semester
- No show" to D Hall will result in additional disciplinary action which may include AC Placement
- Two tardies in one day = 1 day AC Placement

Academic Dishonesty:

Academic dishonesty –cheating or plagiarism—is not acceptable. Cheating includes the copying of another student's work – homework, class work, test answers, etc. – as one's own. Plagiarism is the use of another person's original ideas or writing without giving credit to the true author. A student found to have engaged in academic dishonesty will be subject to loss of credit for the work in question, as well as disciplinary penalties, according to the Student Code of Conduct.

**THE INFORMATION BELOW IS IMPORTANT TO MAINTAINING GOOD COMMUNICATION.
PLEASE COMPLETE ALL THE INFORMATION TO THE BEST OF YOUR ABILITY**



PARENTS, read the information in this letter carefully. Please follow the link <http://goo.gl/1a7GSh> or scan the QR code to complete a GoogleDoc information sheet by Friday, September 2, 2016. I will reply to each submission. If you do not receive a reply, please re-submit!



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