

MS Student ILP Planning Sheet 2020-2021

You will be meeting with your student's advisory teacher to discuss expectations and to select curricular choices for the 20-21 school year. Type into this document your notes and questions. Then share the link in the notify teacher form. This will help to guide the time. Not every section is needed for every grade-level. In addition, if you don't know your choices, feel free to leave it blank.

[Middle School Online Course Catalog](#)

Student Name	Grade	Teacher
Family Name		Email
Address	Phone Number	

Students should plan to take about all subject areas listed below.

School Year:	Semester 1 Classes	Instructor	Semester 2 Classes	Instructor	Alternate Class
English					
Math					
Social Studies					
Science					
PE					
Elective					
Academic & Career Planning (ACP) is a requirement for all students				Advisory Teacher	

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Student Information

Student's Interests/Hobbies	
Student Strengths	
Needs Improvement With	
How does your child learn best?	
Would your child benefit from more or less teacher interaction?	
Other things you want us to know about your child.	
What things can I do to help your child be successful?	
IEP or 504 Student Needs	

If geographically available, we would be interested in:

field trips

gym class

art class

project showcase events

Technology Devices:

Student Laptop

iPad

One laptop per student and one iPad per family. Family can chose to receive an iPad in lieu of the laptop, as long as one child receives a laptop from Odyssey.

Accessories:

Does your child need:

mouse ([link](#))

headphones ([link](#))

external hard drive

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Parent-Requested Curricular Options

If you know an exact item that you want to order, please type in the information below. The name of the website, the hyperlink of the document, an exact description of the item, the quantity and the price.

Website	Link to Product/ Item #/ ISBN #	Title/Description of item	Qty	Price

Review Date:

Approved By:

Notes:

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PLEASE REVIEW AND COMPLETE THE FOLLOWING ACCEPTABLE USE POLICY.
Curriculum and supplies will NOT be ordered for student until contract has been signed.

Acceptable Use Policy

1. I will uphold all district technology policies in the online learning environment.
2. I will use resources provided for online courses for authorized purposes only.
3. I will use only legal versions of copyrighted software in compliance with licensing agreements.
4. I will use appropriate and respectful language in all communications. Inappropriate language or messages will not be tolerated. The online staff will determine whether language and/or messages are inappropriate. The following minimum disciplinary guidelines will be used when determining consequences: first offense, a warning to the student and notice to parent; second offense, a conference with the student, parent and administrator; third offense, removal from the course with a failing grade. In the case of a grievous offense a student could be removed from the course even if it is a first offense.
5. I and/or my parents are liable for any improper use of the Internet and/or email. I understand that anything done on the computer can be retrieved and printed at any time. My email, chat, whiteboard and discussion privileges may be restricted or removed. My course email accounts should be used for class purposes only. I am expected to protect the privacy of students and staff and not publish or distribute email addresses outside of the class members. Any improper use will result in loss of use of district equipment and services. I will not attempt to bypass security protocols.
6. Any software provided to me to be installed on my personal computer for a particular course, must be uninstalled as per the product licensing to make the resource available for future students. A grade may be withheld if equipment, materials, or software have not been returned.

Academic Honor Policy

1. I understand and agree that all work submitted must represent my original ideas. I will not copy/paste and will appropriately cite all relevant sources if content is not completely original. Failure to do so will result in receiving a failing grade for the assignment and possibly for the course. I may be required to complete the assignment without credit in order to continue in the course.
2. I understand that no one other than me can complete any portion of an assignment, activity or exam or make revisions to an assignment, activity, or exam. Doing so may result in a failing grade, my immediate removal from the course, and/or my inability to take another online course.
3. I understand that I may be assigned proctored assessments and/or oral responses in person or on the phone. These are standard assessment tools in online courses. Most courses have a proctored semester exam or culminating activity. It is my responsibility to contact my classroom coach or the Online Coordinator to set up an appointment if appropriate time to take the exam is not available during the school day.
4. I understand that if I am not able to pass the semester exam, credit WILL NOT BE AWARDED for the course no matter what grades I earned throughout the course. Alternate assessment methods may be used at the discretion of the online teacher.

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Drop Policy and Trial Period

1. I understand that an online course may not be a good fit for me. I may withdraw from the course on or before two weeks from my enrollment date without consequence to my transcript or Grade Point Average.
2. I understand that I may be administratively dropped from my course for any of the following reasons:
 - a. I do not successfully submit at least one appropriately completed assignment within 7 calendar days of my enrollment date. No consequence to my transcript or Grade Point Average.
 - b. I am NOT ON PACE by the end of the second week in the course, and have not been making sincere effort to complete assignments through communication or face-to-face support from my online teacher or coach. No consequence to my transcript or Grade Point Average.
 - c. Failure to complete and successfully submit at least one assignment every week during a three-week period within the semester. No consequence to my transcript IF dropped within the first three weeks of the course.
 - d. Failure to Participate—Students that have greater than 20 assignments missing.
3. Student course drops will be recorded as failing grades (WD) after the first quarter of the course has passed. If the course is dropped before the first quarter, it may be dropped completely with no credit or grade added to the transcript. Any student that is enrolled in a course after the first quarter will receive a grade for any credit associated for the course.
4. At the high school level, students retaking, and passing a course that was previously failed will receive a "P", or Pass. They will only earn credit for the course and not have points toward their overall GPA.

Attendance & Course Progress Expectations

1. I understand that I am taking a place in an online course that is valuable and that I am going to do my best to complete all assignments and uphold a high level of academic integrity. Online courses are available from anywhere a student is able to access the internet. Therefore, in the event of a student being away from home for an extended period of time, the student should continue to the best of his/her ability to come to class and turn in work if possible during the absence.
2. Attendance for my online course is measured in one or more of the following ways:
 - a. By attending my scheduled block/period during the school day.
 - b. By logging in to my course a minimum of two times per week.
 - c. By successfully completing a minimum of 1 assignment per week.

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3. I understand that all assigned work needs to be completed according to the due dates provided in my course. Any assignment submitted beyond the due date may not receive full credit.
4. I need to plan and work ahead if family or personal activities will limit course activities at any given time. If students/families know of an absence from class, they should notify the students' teachers as soon as possible. Extended absences for personal reasons, such as family vacations should be limited, as learning in a virtual environment does allow students to access their course materials anytime and anywhere in the world. Students are expected to follow the academic school calendar September through June, and to access their classes and homework according to their classwork schedule.
5. I understand that communication between my teacher, coach, or the online coordinator will frequently occur through email. I will check my email several times each week and read any emails sent. Parents/guardians may have access to this communication and my online progress.
6. I understand that if I fall 5 or more assignments behind pace that I will be considered "currently failing" the course even if my grade is passing and that an "F" may appear on a progress report. This will affect my eligibility for extracurricular activities.

Absence Policy:

- Students are permitted a total of 5 absences from one class period of live instruction, in each semester, with no requirement of documentation from a parent. Anything beyond 5 absences in one semester will require an explanation from the parent and may result in a "productivity" letter if recommended by the teacher. In any event, the recording will be made available to the student and all work will be required to be completed.
- If a short-term absence is necessary, please contact your student(s)' teachers in advance regarding possible ways to pre-complete or make-up work for the days they are absent. All work should be turned in within one week of the absence. In addition, secondary students should review each course syllabus for specifics on how absences are handled by each course.
- Long-term absences are only excused for medical reasons. In such cases, a separate medical plan may be developed through collaboration with our special services team, the parent and school administration. These will require medical documentation.

Final Exams & Course Extensions

1. I understand that if my course includes a final exam, I am required to complete it in a proctored setting.
2. I understand that if I am not able to pass the final exam, credit will not be awarded for the course, no matter what grades I earned throughout the course. Alternate assessment methods may be used at the discretion of the teacher or local district based on individual needs.
3. I understand that if I have been making regular progress, but do not finish my course by the deadline, I can request an extension. I may be asked to finish my course on my own time rather than in a classroom setting.

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High School Credit for Middle School Students

The following are guidelines for students in grade 7 or 8 that must be met in order for a middle school student to earn high school credit:

1. The student must be under the instruction of a licensed teacher in that grade and subject area.
2. The student must be participating in the same instruction as other students in high school, same curricular requirement, instructional delivery option and timeline.
3. The course must be pre-approved through discussion with the course instructor, student's advisor and school administration.
4. The course must be taken while the student is at Odyssey Academy.
5. The only high school courses "transferred in" for high school credit will meet the requirements of the prior private or public school.

Parent Support

1. I understand that I have a parent account and agree to use this tool to take an active interest in my student's course.
2. I will provide Internet access as necessary to promote my child's successful completion of the online course.
3. I will contact my student's teacher, coach, or the online coordinator to address any challenges my student has with the online course.

Signature Section

STUDENT: I have read and understand the online expectations and consequences listed above and agree to abide by them.

➤ Failure to do so may result in consequences up to and including being terminated from my online course.

Student Signature: _____ Print name: _____ Date: _____

PARENT: I have read and understand the online expectations and consequences listed above and agree to abide by them.

➤ By signing below, I grant my student permission to take an online course.

➤ If I have questions about my student's course, I will contact the advisory teacher.

Parent Signature: _____ Print name: _____ Date: _____

For office use only: *Date/Time Received:* _____