



2018 - 2019 Parent & Student Handbook

M.V.S.D. Vision Statement: *To achieve educational excellence by preparing students, parents, staff, and community members for the future.*

M.V.S.D. Mission Statement: *To inspire the pursuit of excellence, one student at a time.*

OLA's Mission Statement: *To provide students a high-quality, personalized approach to learning.*

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Attachments

M.V.S.D. Calendar

Withdraw Form

Logging Into School

The Moodle platform that OLA uses to deliver classwork operates with our school district's email system. **To login to school, one first has to login to the school email system.**

If you borrowed a school Chromebook, login to the school's Google email system by opening up and logging into your Chromebook. Once you've opened your Chromebook, on the bottom will be icons. Click on the icons to open their features.

This is the email icon:



This is the Chrome icon, which opens the internet browser:



If you are using your own computer, open your internet browser, and open up Google Mail.

Using the Gmail portal, sign into your school email account (remember to use your entire email address to login: `firstml@monte.k12.co.us` , and remember your password is case sensitive).

Whichever computer you are using, once your school email inbox is open, you can login to the school's classes. Open up a new tab in your internet browser (bookmark this login screen):

<https://olamoodle.monte.k12.co.us/login/index.php>

Do NOT type in your username & password (*they will not work using this method*).

Please **click on the white Google Apps button**:

Log in using your account on:



If it is your first time logging into school, you may have to go through an authentication step in which an email is sent to your inbox. After choosing to have this authentication sent to your email, go to your email's inbox and follow the directions to complete the authentication and linking of the email account with the OLA Moodle account.

After your first time logging on, just login to your school email and then click on the white Google Apps button; you will automatically be connected to your school Moodle account.

Be patient as you go through the authentication process using your email the first time; if you encounter any tech issues you cannot troubleshoot on your own, please see the next page.

Contacting OLA

When contacting OLA, please remember that staff are present during school hours, Monday through Thursday, 7:45 am to 4:15 pm.

OLA Staff Directory			
Name	Role	Email	Phone
DeHerrera, Tish	Administrative Assistant	tishd@monte.k12.co.us	719-852-2212 (ext. 6109)
Davoudlarian, Dave	Counselor	davidd@monte.k12.co.us	719-852-2212 (ext. 6204)
Haddican, Shawn	Secondary English Teacher	shawnh@monte.k12.co.us	719-852-2212 (ext. 6201)
Huff, Ethan	Secondary Social Studies Teacher	ethanh@monte.k12.co.us	719-852-2212 (ext. 6150)
Moore, Laura	Secondary Science Teacher	lauram@monte.k12.co.us	719-852-2212 (ext. 6206)
Noonan, Jenny	Elementary Teacher	jennifervn@monte.k12.co.us	719-852-2212 (ext. 6114)
Pace, Glenn	Secondary Math Teacher	glennp@monte.k12.co.us	719-852-2212 (ext. 6203)
Romero, Julie	Administrative Paraprofessional	jromero@monte.k12.co.us	719-852-2212 (ext. 6106)
Simon, Tracy	Special Education Teacher	tracyws@monte.k12.co.us	719-852-2212 (ext. 6205)
Wright, Kevin	Director	kevingw@monte.k12.co.us	719-852-2212 (ext. 6107)

General Advisement, Tech Support, & Advocacy

Staff are assigned as advisers to grade levels. Advisers are expected to monitor their advisees engagement, progress, and success in the program. The following is a list of grade levels and the staff members assigned as that grade's adviser:

- **4th-6th Grade, Mrs. Noonan**
- **7th Grade, Mr. Haddican**
- **8th Grade, Mr. Pace**
- **9th Grade, Mr. Huff**
- **10th Grade, Mrs. Simon**
- **11th Grade, Ms. Moore**
- **12th Grade, Counselor Dave**

Counseling

Please contact Counselor Dave for questions and information regarding:

- **Academic Planning--** to graduate from OLA, a student must successfully pass a minimum of 24 credits to include:
 - 4 English
 - 3.5 Social Studies (at least 1.5 must come from US History and Government combined, and must include .5 credit personal financial literacy)
 - 3 Math (4 recommended for college bound students)
 - 3 Science (4 recommended for college bound students)
 - 1 Computer/Technology Skills
 - 1 Physical Education
 - 8.5 additional core or electives to meet the 24 credit graduation requirement (2 credits of the same Foreign Language recommended for college bound students)
- **Scheduling-** Any questions about classes or scheduling, please contact Dave.

- Concurrent Enrollment
 - Concurrent enrollment is available to OLA juniors and seniors (students with 12 or greater credits, who have passed all their classes the semester prior to applying to concurrently enroll). In the concurrent enrollment program, juniors and seniors may sign up for up to six credits with their local community/junior college, and the Monte Vista School District will pay for the classes if the student successfully passes them with a grade of C or higher.
- Scholarships
 - For graduating seniors interested in scholarships and financial aid, please contact Dave.
- Behavioral Health
 - Dave is an experienced counselor who serves both OLA and the DELTA Center, an alternative high school serving the Monte Vista School District. Dave is an excellent resource and advocate for anyone seeking behavioral health support.

Records

- Withdrawal Documentation
 - Please utilize the attached withdrawal document in case of unenrolling from OLA. OLA is required to report to the state any students who fail to attend school or transfer to another school. Please notify OLA as soon as possible regarding any situations involving transferring to another school.
 - The following link can also be used to unenroll an OLA student:
<https://goo.gl/forms/lvXUQGumVwXI2oSY2>
- Transcripts
 - Please contact Mrs. Tish DeHerrera to request a transcript.
 - The following link can also be used to request a transcript:
<https://goo.gl/forms/gmfVc47nAjmPJQqG3>

Grades

- Standards-Based Curriculum & Grading Scales - OLA utilizes the standard A - F letter grading system in monitoring student progress through state standardized curriculum. When individualized education plans suggest or require modification to curriculum, staff will support students individualizing demonstration of standards mastery.
- Report Cards - Report cards will be mailed home at the end of each quarter. In the case of secondary high school students who may be concerned about what is reported to colleges on transcripts, first quarter and third quarter grades represent mid-term progress reports (these grades are not posted on transcripts).

Grades at the end of second quarter and fourth quarter represent the semester class grades, and these are documented on high school transcripts. End of quarter report cards will be mailed out as quickly as possible, but it does take a couple weeks to process grades and get physical report cards mailed out. Whenever possible, try and

monitor student grades throughout the semester and avoid end of semester procrastination and anxiety.

- Honor Roll - To be listed on OLA's end of semester honor roll, a student must attain a B average (3.0 grade point average) or higher. All honor roll students are awarded a certificate celebrating their achievement; this certificate will be mailed home with semester report cards (note that first and third quarter, there is no honor roll or certificates, only at the end of the semester).
- Academic Progress - Remember that OLA is a multi-district online school that serves students across the state of Colorado; this means that OLA is under scrutiny to demonstrate that the program serves students successfully and is not setting students up to have voids in their progress through state standardized curriculum. At a minimum, students are expected to pass two out of four core classes (language arts, social studies, math, science).
- Academic Probation- Students failing to meet minimum academic progress expectations will receive a letter of academic probation at the end of first semester. If a student on academic probation fails to meet academic progress expectations by the end of third quarter, that student will not be allowed to enroll with OLA the next year, and s/he will need to seek another educational placement.
- Standardized Assessments
 - Overview of State Standardized Testing & OLA's Use of Test Data - If families opt in to state testing (grades 4-8 CMAS, grade 9-10 PSAT, grade 11 SAT), remember that OLA utilizes testing data to look for gaps in curriculum and other data patterns affecting large numbers of students; staff don't utilize the data to label or track individual students. State assessments and data are not high stakes at OLA, rather they are but one tool we utilize to improve our craft and help our students succeed.
 - Parent Refusal - The state of Colorado allows parents to refuse state testing. If your family would like to refuse state testing, when the testing information packet arrives in October, please use the opt out document to notify OLA of your intentions.
- Plagiarism / Academic Dishonesty - Note that in situations involving students who have plagiarized, the director will utilize restorative justice protocol to decide the consequences for the academic dishonesty (which may range from loss of points on the assignment to expulsion from the program).

Individualized Education Services

- Special Education - For questions about IEPs (Individualized Education Plans), 504 Plans, ALPs (Advanced Learning Plans), GT (Gifted & Talented) Plans, and other individualized student services, please contact Mrs. Tracy Simon.

Extra Curricular Activities at Local Public Schools

- FBA, FFA, Forensics, Key Club, Knowledge Bowl, Science Fair, History Fair, Music Classes, Art Classes, P.E. Classes, After School Sports
- Online students can participate in activities and elective classes offered at their local public schools. Please contact Counselor Dave regarding setting up these activities through your local school (Dave will set-up contacts for eligibility checks, class credit, etc.).

Graduation

- Graduating seniors will be sent graduation packets in early January.
- Graduating seniors please be very attentive to details as you complete the graduation application; failure to complete steps by deadlines can result in missing participation in May's graduation.

Online Resources

- OLA Website: **www.mvola.org**
 - Please check the director's blog occasionally for the latest news and mailings home: **<http://www.mvola.org/blog>**
 - Please see the parent resources page for document files: **<http://www.mvola.org/resources.html>**
- Colorado Department of Education Resources
 - **<https://www.cde.state.co.us/onlinelearning/schools>**