



Dear Nixa Virtual Academy Student and Parents,

Welcome to the Nixa Virtual Academy! You are receiving this letter because you have enrolled (or will be enrolling) in one or more Summer online (virtual) class(es) at Nixa High School. To orient you to your online course(s) you are required to attend a face-to-face orientation session. This session will provide you with important instructions on how to navigate your online (virtual) courses.

In this session, we will cover the following topics:

- Virtual Course Requirements (*please see attached contract*)
- Specific course information (*if applicable*)
- Important Dates

****Please check your @nixastudents.net gmail accounts before the first day of summer school for meeting dates/times***

**Please note that you must attend this session to remain enrolled in an online (virtual) class. Failure to attend a face-to-face meeting will result in dismissal from the Nixa Virtual Academy.*

We look forward to a great semester in the Nixa Virtual Academy and hope you will find your classes interesting and informative!

Sincerely,

Nixa High School



Virtual Course Contract

NHS students who register for a Nixa Virtual Academy course must: (initial each)*

- _____ Complete a seated NVA orientation during the first week of the semester
- _____ Participate in at least ONE seated face-to-face meetings per semester with the eInstructor (one within the first two weeks of the semester and another within the last three weeks of the semester).
- _____ **Attend a daily, seated NVA STAR Class anytime the student's virtual course grade falls below 70%.**
- _____ Take at least ONE proctored exam in each enrolled virtual class.
- _____ Be responsible for checking announcements and discussion boards as required by the course syllabus
- _____ Have access to a computer with high speed (DSL/cable) Internet connection other than at NHS
- _____ Possess basic computer skills (e.g., creating, opening, saving, copying, and printing files: using email and the Internet).
- _____ Complete all online assignments according to the course syllabus and schedule
- _____ ***NVA students who are failing and/or missing an excessive number of assignments in a virtual course after the first semester progress report will be transferred to a corresponding seated section of that course.**

****Juniors may enroll in no more than one virtual course per semester**

Exceptions to these rules may be granted only by the Online Learning Coordinator

Student Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____

Virtual/Hybrid Course Teacher(s):

Course 1: _____ Signature: _____ Date: _____

Course 2 (*Seniors only*): _____ Signature: _____ Date: _____



Are You Ready to Be a Nixa Virtual Academy Student?

Questions to Ask First

Students thinking about taking online courses should consider what it means to be an online student before deciding to take an online course. The benefits of taking an online course may seem obvious, but you will want to make sure that you will be able to successfully complete the course requirements.

Do you have regular access to the Internet?

It is necessary to maintain regular communication with the instructor with whom you are taking the course. You should be able to answer your email quickly during the school week, which means within 24 hours after receipt. This being said, you should be able to successfully send and receive email with attachments. Students should have a RELIABLE Internet Service Provider (ISP) and email account prior to the start of class.

Are you comfortable working on your own? Are you self-motivated?

You will have a more flexible use of the time to spend on coursework. Due dates are set by each individual instructor. Such flexibility and independence is agreeable to some but for others it is difficult to self start.

Can you make deadlines?

Your instructor is counting on you to finish your work on time. Your communication may be virtual, but your tasks and assigned deadlines are not. Make sure that you are able to set your own schedule and are able to stick to the timeline.

Is this the right time for you to apply for an online class?

You should be confident that you can set enough time aside for your online course assignments and study time. You may feel that taking an online course will free up your time for other tasks. However, online courses require as much and often more personal preparation time than seated courses. Remember everything that you would normally communicate by speech in class must be typed in an online course.

Are you sure you are capable of producing first-rate results in your online course?

You should think about your success with time-management and your ability to feel confident that you are able to achieve success in the course. Otherwise an online course will not help but cause inconvenience. Be honest with yourself about your capabilities.

What Qualities Make For A Good Online Student?

Good written communication skills

Remember, your primary means of communication is through writing. Being able to send a well structured message will help with the communication process.

Working with the system

Make a commitment to learning how to use Blackboard (Nixa's online learning management system). You will need to know how to find assignments and course material, as well as be able to participate and post to discussions and send emails with attachments. If you are taking an online course, you would not want to miss the point of a lesson simply because you did not know where/how to find the assignments.

You should be confident that you have access to the necessary hardware and software requirements to meet the needs of the course. Nixa High School's computer labs are available, if you don't have computer access at

home. In addition, there are several local WiFi hotspots available for wireless laptop access. In any case, make sure that you have a backup plan for where to go to complete your work.

Excellent attention to detail, particularly when following written directions

Assignments, projects etc. are posted in written form. Grades are drawn from work accomplished as directed. When grading assignments, the instructor will look for competence in the work submitted. This means that all of the required steps were followed and presented in a professional manner.

Commitment to answer emails quickly

The instructor will send and respond to emails and post messages in the Blackboard learning environment. Pertinent course information will be given. It is necessary to have a smooth communication process.

Commitment to stay with the course to its completion, and to set a schedule to achieve success

Assignments, projects, etc. are given specified due dates. These dates are non-negotiable. It is the student's responsibility to turn in assignments on time. If the student is having trouble with a portion of a project it is expected that contact be made with the instructor in enough time for the instructor to answer the question(s) and still allow time for the assignment to be turned in by the due date.

Enjoyment of working independently, with occasional onsite supervision

The instructor's job is to be a guide throughout the course. Postings will be made. Comments and directions will be given.

Selected tests will be administered onsite. Be prepared to take a few proctored exams supervised by your online instructor(s).

Self-motivation

It is the student's responsibility to take an online course seriously and to be able to budget time to receive a successful grade.

Student success will be marked by finishing assignments on time, submitting quality work, and checking in regularly.

The student must be good at self-pacing. A successful online student will allow themselves plenty of time to work on assignments.

Considering the information above, an online student can expect to enjoy the flexibility and personal learning experience provided by a Nixa Virtual Academy online course.

I have read and understand the information provided above:

Student Name

Student Signature

Parent/Guardian Name

Parent/Guardian Signature