



# SOUTH HAVEN HIGH SCHOOL

600 Elkenburg Street • South Haven, MI • 49090

Phone: (269) 637-0500 • Fax: (269) 637-0516

## SHHS Virtual Learning Contract and Application Form

The purpose of an on-line course is to help students obtain a high school diploma and prepare for post-secondary education or the workforce. At the same time, it gives students the opportunity to explore technology as a tool for learning. The class will follow the same semester timelines as the traditional classroom version of the course, with progress due on a weekly basis. However, students are to complete the course requirements independently within those timelines. Because of the nature of online courses, it is important that the teacher, student, and parents agree to commit the time and energy needed to complete it successfully. There are set criteria for this class that must be met in order for the student to receive credit.

### STUDENT READINESS

Student success in an online course is dependent on many factors. Academic ability, reading skills, computer skills, habits of mind, parent support, and technology access are among these essential factors. A student wishing to enroll in an online course must consult with their school counselor before making a decision about enrolling. Students must complete this online course contract and application prior to enrollment. This document must be signed by the student, parent/guardian, counselor, and superintendent or his designee. If the student has a 504 Plan or IEP, a signature from the district Special Education director or their designee must also be provided.

**The following readiness factors should be considered prior to enrollment in an online course: (please refer to the Online Learner Readiness Rubric)**

**Academic Ability:** Much of the content of an online course is conveyed through written material. It is therefore important students have strong analytical reading skills (proficient or advanced ELA scores on standardized assessments are recommended).

**Computer Skills:** Students should be comfortable working with a computer, navigating a website, and downloading/uploading documents. Strong typing skills are necessary. Students must be comfortable accessing and reading information on a computer for long periods, and have some basic ability to troubleshoot technical issues that may be encountered.

**Habits of Mind:** Online course work requires strong organizational and time management skills. Students must be independent, self-directed learners who are capable of staying on task while working from a virtual lab, home, or other remote location. Students must be committed to managing assignment due dates, and asking for help when they need assistance. Students must access the course on a daily basis and check email regularly for communications from the teacher.

**Parent Support:** Parent/guardian support is important to the success of online students. Parents must be aware of the online requirements, monitor work habits and progress, and ensure appropriate technology access at all times. Students should have someone who can provide technical assistance as necessary as well.

**Technology Access:** A student who is enrolled in our district virtual labs will have access to all appropriate technology in order to be successful. However, online learning often requires students to be able to access their courses from another remote location. Online students must therefore have access to a computer with a high-speed internet connection and a processor capable of

downloading/uploading streaming video and large multimedia files. The computer should be equipped with a word processor (preferably Microsoft Word), web browser, speakers, and a USB headset with microphone.

## Student Expectations

**Ethics:** Online students are expected to complete their own work at all times. If a student breaks this code of ethics, the Ethics Policy will be enforced, which will result in no credit for the assignment, assessment, or course. Violation of this section may result in the student being removed from the course and not receiving credit. A student must also read and acknowledge the district Acceptable Use Policy (AUP) regarding technology and the internet.

**Communication:** Students must also check email regularly for messages or updates from the instructor. It is the student's responsibility to contact the instructor should difficulties completing the coursework be experienced. Parents/guardians should also be in frequent contact with the instructor and inform him/her of any concerns with the course or learning problems that arise.

**Attendance:** Students may be asked to attend mandatory meetings or attend face-to-face contacts at school. Some students may be required to attend daily as in a traditional classroom. These requirements may be for orientation, pupil accounting requirements, or for proctored exams. If a student fails to meet the attendance requirements, they may be dropped from the class. Once a student is enrolled in a course, they must log into the course regularly. Students who are enrolled in the district's virtual learning lab are expected to attend class regularly, and be active in the course during the class hour; this means actively engaged in course activities including viewing content and completing assignments and assessments. Courses are designed for students to be actively engaged with the course work at least one hour per day per course, or more if needed to maintain pace for course completion by the end date. If a student does not stay on pace for course completion it is their responsibility to make up the time needed to complete the course on time. If a student fails to complete the course by the end date, the student will be in jeopardy of failing the course and will be dropped from enrollment. Students are then expected to re-enroll for the course in a traditional classroom setting.

## VIRTUAL LEARNING APPLICATION

Student Name: (Please Print)		Date:
Date of Birth:	Grade (9-12) / school year when taking online course: Grade: _____ School Year: _____	
Student building of Enrollment	Student IEP? <input type="checkbox"/> Yes <input type="checkbox"/> No	Student 504? <input type="checkbox"/> yes <input type="checkbox"/> No
Address:		
Student email:	Student Signature:	
Parent email:	Parent Signature:	
<b>COURSE INFORMATION</b>		
Course(s) Title: (list all that apply)	Subject: <input type="checkbox"/> Math <input type="checkbox"/> Ela <input type="checkbox"/> Science <input type="checkbox"/> Social Studies <input type="checkbox"/> Other	
Course Provider: <input type="checkbox"/> Michigan Virtual <input type="checkbox"/> Edgenuity	Semester <input type="checkbox"/> 1st <input type="checkbox"/> 2nd <input type="checkbox"/> Summer	
<b>(Counselor to fill out this section)</b>		
<input type="checkbox"/> Is course a district or state requirement? <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> Is the class aligned with student's goal for graduation? <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> Does the student possess the prerequisite skills for this course? <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> Is the rigor of this course sufficient for preparing students to be College, Career, and Life ready? <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> Does the student have an EDP on file (needed for more than 2 courses per semester) <input type="checkbox"/> YES <input type="checkbox"/> NO		
Course(s) Title: (list all that apply)	Subject: <input type="checkbox"/> Math <input type="checkbox"/> Ela <input type="checkbox"/> Science <input type="checkbox"/> Social Studies <input type="checkbox"/> Other	
Course Provider: <input type="checkbox"/> Michigan Virtual <input type="checkbox"/> Edgenuity	Semester <input type="checkbox"/> 1st <input type="checkbox"/> 2nd <input type="checkbox"/> Summer	
<b>(Counselor to fill out this section)</b>		
<input type="checkbox"/> Is course a district or state requirement? <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> Is the class aligned with student's goal for graduation? <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> Does the student possess the prerequisite skills for this course? <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> Is the rigor of this course sufficient for preparing students to be College, Career, and Life ready? <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> Does the student have an EDP on file (needed for more than 2 courses per semester) <input type="checkbox"/> YES <input type="checkbox"/> NO		
<b>Reason for Interest in Online Course (check all that apply)</b>		
<input type="checkbox"/> Accelerated Learning <input type="checkbox"/> Credit Recovery <input type="checkbox"/> Course not offered at SHPS <input type="checkbox"/> Other: _____		
<input type="checkbox"/> I have read this contract and understand once I am enrolled in virtual learning I am solely responsible for the completion of this course; my score earned in this course will be transferred into a grade and will appear on my transcript (HS course). My failure of any online course prevents me from registering for an online course in the future. I also understand that I may be responsible for any cost incurred by the district if I fail any course or fail to complete any course by the target date.		

I understand that if I do not meet the criteria for virtual learning, I may be in jeopardy of not receiving credit for the class and be dropped from enrollment for the online course(s). **Application for virtual classes through Michigan Virtual must be turned in to the guidance office a minimum of 1 month prior to the start of the semester in which the class will be taken. For students seeking classes through Edgenuity, applications and all necessary documents must be received in the office during the add/drop window for each semester. (see the student success center for exact dates).**

Student Initial: \_\_\_\_\_ Parent Initial: \_\_\_\_\_

Online Learning Course(s) 1<sup>st</sup> Semester  Approved  Not Approved

Notes:

Counselor Signature:

Administrator Signature: (SPED Director if applicable)

Online Learning Course(s) 2<sup>nd</sup> Semester  Approved  Not Approved

Notes:

Counselor Signature:

Administrator Signature: (SPED Director if applicable)

**Office Use Only**

**Student's Name:**

**Date Received:**

**Meeting Date:**

**Received by ILC:**