

South Haven High School



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South Haven High School Online Learning Contract

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. It is highly recommended students consult with the teacher of the online course they are considering taking and with their school guidance counselor before making a decision about enrolling. Students must complete this online course contract prior to enrollment. This document must be signed by the student, parent/guardian, guidance 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 indicated below, 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.

Parent / Student Acknowledgement

Student: I have read and I am aware of the above criteria for online course readiness. I accept the responsibility for the preparation needed to complete this course. I am aware that I must attend class in person and be active in the course each hour in order to stay on pace for course completion by the end date: I will organize my time, communicate with my teacher as needed, and contribute positively to the online learning process. I understand that if I do not meet the above stated criteria I may be in jeopardy of not receiving credit for the class and be dropped from enrollment for the online course(s).

Parent: I am aware of the above criteria for online Course Readiness, and agree to help my child work to be successful in all online learning courses. I am aware of attendance requirements for my child, as well as daily work requirements and end dates. I understand if my child does not meet the above stated criteria they may be in jeopardy of not receiving credit for the class and be dropped from enrollment for the online course(s).

Student Signature: _____

Date: _____

Parent/ Guardian Signature: _____

Date: _____

Guidance Counselor: _____

Date: _____

Principal: _____

Date: _____

Special Education director or designee: _____

Date: _____

Course Name: _____

Start Date: _____

End Date: _____
