

## Online Learning Contract

### Introduction

Welcome to Online Learning with the Hamilton Virtual School (HVS) at Hamilton Community Schools. Participation has similar requirements to other courses at Hamilton Community Schools. Learners are bound by the standards set forth by the Board of Education within the HAMILTON VIRTUAL SCHOOL student handbook.

Hamilton Community Schools, with approval from Michigan Department of Education, possesses the ability to operate a virtual school under 5-O-D. In doing so, this allows for a unique and individualized academic program. Certain standards and behaviors are expected for all students enrolled in HAMILTON VIRTUAL SCHOOL as it is a privilege to participate in a virtual school.

### Attendance

Attendance is essential for online academic success.

- The learner will adhere to the school's timelines for completion of course requirements.
- It is expected that the learner spend on average 5 hours a week on coursework per class and complete 2.8% of each course per week. For full-time students enrolled in 6 courses, this would be an overall 30 hours of school work per week.
- It is expected that the learner will log in to course(s) 5 days a week (any 5 of the 7, including Saturday & Sunday) and also on certain days as required, including the State of Michigan count periods.
- Attendance for weekly mentor contacts is mandatory. If missed communication is unavoidable and reasonable, the learner must communicate with the mentor prior to the scheduled weekly contact/communication and arrange for an alternative two-way communication plan. These sessions can include, but are not limited to: email exchange, Skype, Class Connect sessions, face-to-face meetings, text, and phone calls. More than two (2) missed weekly contacts/communication per term is subject to removal from the program.

### Learner Commitment

It is expected that the learner will:

- Be committed to the course(s), adhere to the course schedules as prescribed, and communicate with course instructor(s) and the mentor teacher on a regular basis.
- Work according to pacing guides in order to complete the requirements of the course.
- Refrain from inappropriate use of information with any online course.
- Follow all other rules as specified by HAMILTON VIRTUAL SCHOOL, mentor and on-line instructor.

### Parent/Guardian (Learning Coach) Commitment

It is expected that parents/guardians' participation in a child's education will help determine his/her likelihood of success. Therefore, parents/guardians are expected to monitor and support the child in his/her studies, agree to be accessible to the mentor to discuss the child's progress, and promote good attendance and time management of the child's participation. The parent/guardian must maintain reasonable internet availability for the learner and contact HAMILTON VIRTUAL SCHOOL offices immediately if there is difficulty with access during the school year.

### Hamilton Agreement for Acceptable Use of Technology Resources

It is the responsibility of the learner & parent to review, agree & sign the Hamilton Community Schools Agreement for Acceptable Use of Technology Resources. Learner participation and electronic history can be retrieved and monitored by the mentor/coordinator/instructor/parent at any time.

### Tests/Exams

HAMILTON VIRTUAL SCHOOL requires the tests/exams contained within weekly coursework to be monitored by a parent or learning coach. Arrangements will be made with the mentor teacher as needed. Learners enrolled full-time must take the grade appropriate state assessment exam. (See the Academic Benchmarks document.)

### Course Costs

Hamilton Community Schools will bear the cost of online courses taken during the 2017-18 school year, providing the learner is registered in the district (6 courses per semester and more with administrator approval.) Failure to meet the

guidelines for attendance in this contract will result in reimbursement to Hamilton Community Schools of the costs incurred.

**Contract Violation**

Consequences for violation of provisions of this contract:

1st Offense – Verbal or written notification, parents contacted.

2nd Offense – Written notification, parents contacted with possible removal from program at discretion of HAMILTON VIRTUAL SCHOOL Principal/ Director.

\_\_\_\_\_  
Designated School Office Signature / Title

\_\_\_\_\_  
Date

**Learner Acknowledgment and Understanding**

As a student enrolled in an online school, I am aware that it is a privilege to participate in this program and, therefore, I am expected to adhere to the highest codes of conduct and integrity. I have read, understand, and acknowledge all the expectations and the policy as set forth in this document and the HVS Student Handbook. I agree to abide by the guidelines as stated.

\_\_\_\_\_  
Learner Signature

\_\_\_\_\_  
Date

**Parent/Guardian Acknowledgment and Understanding**

As my child's Learning Coach, I have read and understand the policies and stated expectations for my child and agree to support the Hamilton Virtual School program expectations. I understand that participation in my child's education will help determine his/her likelihood of success in the program. Therefore I will monitor and support my learner in his/her studies. I agree to be accessible and readily available to the mentor to discuss my child's progress and development. I understand time management and attendance is vital to the learner's success. I understand acceptance into this program is a privilege and my child must maintain the contracts and program policies in order to remain enrolled. Failure to follow these policies may result in dismissal from the program.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date