



SAINT MARY SCHOOL ONLINE LEARNING CONTRACT

The purpose of an online education option is to provide parents who would prefer to educate their child(ren) at home with a high-quality, individualized, and teacher-supervised education. This online option will provide students with the opportunity to gain the same skills and information as their peers in a remote setting. This class will follow the same academic timelines as the traditional in-person classroom, with progress assessed on a regular basis. Because of the nature of online education, 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 program that must be considered and agreed to:

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.

Students must complete this online course contract prior to enrollment. This document must be signed by the student, parent/guardian, and principal or her designee. If the student has a 504 Plan, IEP, Academic Support Plan, or Service Plan, a signature from the school psychologist or her designee must also be provided.

The following readiness factors should be considered prior to enrollment in an online course:

- **Academic Ability:** Some of the content of an online course is conveyed through written material. It is therefore important students have basic reading skills or have access to an adult to help read instructions.
- **Computer Skills:** Students should be comfortable working with a computer or tablet, navigating a website, and downloading/uploading documents (grades 4-8).
- **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 and parents 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.
- **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 virtual education program will have access to all appropriate technology in order to be successful. However, online learning requires that students have access to a high-speed internet connection. The computer or tablet should also be equipped with a word processor (preferably Microsoft Word), web browser, speakers, microphone, and a headset.

STUDENT EXPECTATIONS

- **Ethics:** Online students are expected to complete their own work at all times. If a student breaks this code of ethics, the school policy will be enforced, which will result in no credit for the assignment, assessment, or course. The student must also read and acknowledge the school Acceptable Use Policy (AUP) regarding technology and the internet.
- **Communication:** Parents must also check email or our school communication system regularly for messages or updates from the instructor. It is the student's or parent'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 who are enrolled in the school's virtual learning program 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.
- **Enrollment:** Consistency and routine is essential for the success of students. Therefore, once a child is enrolled in the online course, he/she may not return to in-person instruction until after the first semester.
- **Tuition:** Tuition for online education is equal to the tuition cost for in-person instruction. Therefore, the tuition policy must be followed and payments must be current in order to continue online education.

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 virtually and be active in the class each day in order to stay on pace for course completion. I will organize my time, communicate with my teacher as needed, and contribute positively to the online learning process.
- **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.

Student Signature: _____

Date: _____

Parent/ Guardian Signature: _____

Date: _____

Principal Signature: _____

Date: _____

School Psychologist Signature (if applicable): _____