

2016-17

VLAC Parent/Student Contract

Introduction

The Virtual Learning Academy Consortium (“VLAC”) is a home based, core-curricular educational program for students in grades K-8. Student’s progress through grade levels by completing on-line courses that meet all State of Michigan content expectations and Common Core state standards for the applicable grade level. As part of VLAC, students at the option of parent/legal guardian (“Parent”), are provided with Internet access and issued a computer to access the Internet and course content. Signing of this Virtual Learning Academy Consortium Parent/Student Contract (“Contract”) by the student’s Parent is a pre-requisite to enrollment in VLAC. As this program is State funded, parents must officially enroll their student in a local school district that is a member of VLAC. This district of enrollment will be referenced throughout as “Home District.”

VLAC Program

Placement Test

Upon each student’s official enrollment in VLAC, Oakland Schools will provide and administer a placement test developed by Calvert. Oakland Schools will report the results of the placement test to the student, the student’s Parent and the student’s Home District. The placement test shall be used to determine the student’s grade level.

Required Weekly Interaction for Student Count

The Michigan Department of Education conducts a state wide student count two times per year. Each VLAC student count is based solely on four required two-way interactions between students and their mentor teacher. Every student must complete the four required two-way interactions for each student count within the dates set forth by the Michigan Department of Education. Student/teacher interactions during the state count periods are mandatory.

Students who do not complete all four required interactions during each count period will be immediately withdrawn from the VLAC program.

Required Weekly Contact

In addition to the Required Attendance Dates, students are required to respond to a minimum of one (1) contact per week that is initiated by their VLAC teacher. Weekly contact between the student and his/her VLAC teacher is required only during the weeks that school is in session. The methods of contact may include telephone, video conference, and/or email.

Attendance Monitoring and Adequate Progress

The student's teacher will monitor student attendance through daily log-ins and lesson checkpoints. It is expected that students follow the annual school year calendar and complete five lessons from all Calvert lesson manuals per week during the regular school year unless otherwise indicated in the annual pacing guide. Students may follow a modified pacing guide with written approval of the VLAC teacher.

Student progress is always the primary concern. VLAC staff monitors each student's progress, academic achievement, and attendance regularly to ensure students are on track to complete their current grade level and identify the need for additional support. If it is determined that a student is not making adequate progress, is habitually absent, and/or is not likely to complete their grade level, Oakland Schools will contact the Parent of its decision to recommend to the students home school district that the student should return to his/her home school where there is more direct teacher support. Should VLAC staff determine there has been no recent activity in the course work by the student and the Parent does not respond to contacts or notices from VLAC staff, Oakland Schools reserves the right to administratively withdraw the student and will collaborate with the home school district to transition the student to his/her home school district. For purposes of this Contract, Parent contacts and notices shall be made by phone, email and/or certified letter.

State Assessments

Students in grades 3-8 who are enrolled in the VLAC are required to participate annually in the State of Michigan's summative assessment test ("assessment test or Test"). VLAC is required by state and federal law to administer an assessment test. If a student cannot take the assessment test at the required time, the Parent will need to provide a reason to the VLAC Administrator in writing and schedule a time to make up the Test. It is understood that there should be no requests to exclude a student from the testing requirement. Students who do not participate fully in required testing may be ineligible to re-enroll at VLAC for the following year.

It is understood that Oakland Schools will determine the locations for VLAC students to participate in the assessment test. Travel will be required in order for a student to be tested. Oakland Schools shall provide the address of the physical testing location to students at least one week prior to any testing date. It is understood that vacations, trips or events involving the student should not be scheduled during the testing dates.

Oakland Schools will monitor the testing sites. Oakland Schools will make every effort to work with individual situations. However, it is essential that every Parent understand there are many logistical issues associated with the Test which may not be changed no matter what the situation may be. State assessments for the 2015-2016 School Year will be determined by the State of Michigan. Oakland Schools will notify students and Parents of the dates of the testing by U. S. mail or email.

Student scores from all grade-level state assessments will be reported directly to the Home District.

For students requiring any testing accommodations due to a disability, the Parent should notify their VLAC teacher as soon as possible so that necessary arrangements can be made in advance.

Additionally, VLAC students who qualify as an English language learner are also required by the Michigan Department of Education to participate in the English language proficiency test, World-Class Instructional Design and Assessment (WIDA). VLAC shall determine the time, date, and location of WIDA administration for VLAC students.

Non-Core Curricular Classes

VLAC is a full time program that principally offers core-curricular classes that integrate topics from art, music and other areas of study. If a student is interested in extracurricular programs or elective classes beyond those available through VLAC, he or she may enroll in such opportunities through the Home District on a space available basis as allowed by the Home District.

Learning Guide Participation

Parent participation is vital to student success in VLAC. Without Parent involvement the student is unlikely to succeed in VLAC. Thus, each student in VLAC is required to work with a learning guide in the student's home or other location selected by the Parent to oversee the daily activities of the student and provide ongoing support. Provision of a learning guide shall be the responsibility of the Parent, who may either serve in that role or designate a responsible adult to so serve. The undersigned Parent agrees to provide an average of five hours of learning guide availability to the student during each school day of the Program.

Academic Honesty

VLAC expects all students to submit their original work. If a student does not submit original work, he/she will be subject to disciplinary action. Students may not plagiarize, forge school documents, or submit work that is not their own original work. All learning guides are responsible for making sure that the academic work submitted to the student's teacher represents the student's best effort.

Extended Illness

If a student experiences an illness for an extended period, VLAC will assist the Parent in making arrangements for the accomplishment of assignments as determined by the VLAC Administrator. If a student requires an extended absence, the Parent should request one through the VLAC teacher. Requests will be reviewed and approved by the VLAC administrator. It is essential that VLAC students are in attendance regularly and that all extended absences are reported to the student's teacher.

Curriculum Materials and Supplies

For each school year of enrollment, students will receive Calvert curriculum materials for their grade level. Instructional materials provided to students enrolled in VLAC are copyrighted and shall not be duplicated or sold. Upon completion of a grade level, students may retain all

materials for future review and reference. Students are responsible for the care and safekeeping of all instructional materials. Replacement of lost or damaged materials is the sole responsibility of the student and/or parent/legal guardian.

Acknowledgement Form

I/We the undersigned Parent of _____ have read and thoroughly discussed with my/our student(s) this Virtual Learning Academy Consortium Parent/Student Contract and hereby agree to the terms and conditions as stated. I/We understand not following the terms and conditions of this Contract may result in disciplinary action which may include removal of my/our student from the Virtual Learning Academy Consortium.

Signature of Parent

Name of Parent

Date

A student will not be enrolled in the Virtual Learning Academy Consortium unless this form is fully executed and returned to the Virtual Learning Academy Consortium office via U.S. mail, email, fax or hand delivery.

Questions Regarding the Virtual Learning Academy Consortium

Parents can direct any general questions about VLAC to:

Dr. Carol Klenow

Online Learning Program Administrator

Oakland Schools, 2111 Pontiac Lake Road, Waterford, MI 48328

248-209-2071

carol.klenow@oakland.k12.mi.us

Any course-specific questions should be sent directly to the student's teacher.