



Ruthie Lydon, Lead Guidance Counselor
James Shannon, Guidance Counselor
Robin Conathan, Guidance Counselor

Janice Webb, Secretary

Fuel Ed Summer Course Contract 2024

Name: _____ YOG: _____

Address: _____

Town: _____ Zip: _____

Parent/Guardian/Contact Person: _____

Parent/Guardian phone: (C) _____ (W) _____

Parent/Guardian email: _____

Student Email: _____

Course(s) requested:

Course: _____

Course: _____

Course: _____

Course: _____

Cost for Credit Recovery course: \$250 (Check made payable to PHS)
(Cost waived for Grades 9 and 10 ELA and Math credit recovery)
Cost for Full Year course: \$450 (Check made payable to PHS)

I HAVE READ AND AGREE TO THE RULES ESTABLISHED IN THE PHS FUEL ED (virtual) PROGRAM:

Student's signature: _____ Date: _____

Parent/Guardian signature: _____ Date: _____

OFFICE USE ONLY

Date submitted: _____ Check # _____



Pembroke High School
FuelEducation – Virtual (online) Learning Environment
Student Contract



As a condition of participation in Pembroke High School's FuelEd (virtual) Summer School Program, all students agree to abide by the contents of this student contract.

Course Progress Expectations

1. Attendance for an online course is measured by successful completion of assignments and activities, communication with my teacher, participation in discussion threads, and any other teacher directed activities and interaction with the online lessons. I understand that failing to "attend" an online course on a regular and/or timely manner may result in failure in or removal from the course, without refund (if applicable).
2. I understand that I must view the Virtual Orientation before I begin my classwork so that I can learn how to navigate the online learning component.
3. I understand that all assigned work needs to be completed according to the due dates provided by my instructor. Policies on accepting late work are determined by individual teachers, and I understand that I must abide by those – or any other – individual teacher policies.
4. I understand that there is a self-directed component to online learning. This will require advanced planning on my part to avoid conflicts with other facets of my day. Additionally, I understand that I must employ self-discipline to ensure that I am staying on track with my workload.
5. I understand that my instructor has sole discretion in grading any assignments I submit. There is not an appeal process for decisions made by my instructor.
6. I understand that I am expected to communicate with my instructor on a regular basis, that I will use my PHS school email account as my primary email for this purpose, and that I must read and respond to any emails a teacher sends me.
7. I understand that I will not use technical difficulties as an excuse for not completing assignments. I will submit "help tickets" to FuelEducation or initiate an online "help chat" should I have technical difficulties accessing my curriculum. I understand that I will also email my teacher in such an event. If my technical difficulties are related to my own personal device, I understand that it is my responsibility to explore alternative options in obtaining another device (i.e. public library).

Pacing and Grading

1. I understand that the PHS FuelEd Summer School Program is an independent endeavor. As such, I understand that I must establish a pace that works for me and that keeps me up-to-date with the instructor's requirements.
2. I understand that if I fall behind and/or do not complete work by the assigned due dates or end dates, it may impact my grade negatively. In that case, I understand that Pembroke High School has no say in any grade issued by a FuelEducation instructor and that any grade received will be final.
3. I understand that I will not be issued a refund at any time or for any reason.

Code of Conduct

1. I understand that even though I am enrolled in PHS's FuelEd Summer School Program and am taking some (or all) of my courses online, I am still a student in good standing at Pembroke High School. As such, I am entitled to all of the benefits found therein. Additionally, I understand that I am bound by the same Code of Conduct found in Pembroke High School's Student Handbook. Any violation of the Code of Conduct that occurs while participating in the FuelEd Program will be handled according to that student handbook.
2. In addition to the conditions set forth in PHS's **Acceptable Use Policy**, I understand that the following guidelines will also apply:
 - I will use resources provided for online courses, including laptops, for authorized purposes only.
 - I will use legal versions of copyrighted software in compliance with licensing arrangements.
 - I will use appropriate and respectful language in all communications. The online staff and/or PHS administration will have sole discretion in determining "inappropriate communication." Removal from the program without refund (if applicable) may result.
 - I understand that I am responsible for improper use of any technology provided. I also understand that third parties can retrieve any work done through FuelEducation at any time, including emails, chat or discussion board material, and assignments.
3. I understand that I must comply with the **Academic Honor Policy** set forth in this contract:
 - All work submitted must represent my own original ideas.
 - I will properly cite any ideas that I submit that are not my own.
 - I understand that plagiarism is the result of representing another's ideas,

- words, or expressions as my own.
- I understand that all assignments that I submit must have been completed by me. Having someone else complete assignments for me is considered cheating.
 - Cheating can also occur when attempting to use unauthorized materials, assistance, or study aids in any academic work. It also includes copying another student's work, submitting work completed by another, or submitting work on someone else's behalf.
 - I understand that I may be required to take proctored assessments, including oral quizzes that occur over the phone, or be asked to discuss the process used in a research project. These are standard assessment tools used in an online environment, and I will meet the requirement when asked.
 - I also understand that this list of academic dishonesty is not comprehensive. Each case will be taken on an individual basis, and any decisions about academic dishonesty will be made by FuelEducation and/or PHS administration and are final.
 - I understand that any violations of this Academic Honor Policy may result in failure in or removal from a course, without refund (if applicable).

I have read and understand PHS FuelEd Summer School Student Contract and agree to abide by it. I understand that failure to do so may, upon investigation, result in consequences up to and including being terminated from the program, without refund (if applicable).

Student Name: (PRINT) _____

DATE: _____

Student Signature: _____

