KEYSTONE CENTRAL SCHOOL DISTRICT

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Mill Hall, PA 17751
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Dave Peters
Virtual Academy Principal
570-893-4900 ext. 4583
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Dear Online Learning Student:

Welcome to the Keystone Central School District Virtual Academy! We are excited that you have chosen this option in fulfilling your graduation requirements. Our blended learning option allows you to complete all coursework required for graduation, or to supplement your regular school day with courses for enrichment or credit recovery. Online learning classes at KCSD Virtual Academy are offered in partnership with the CIOLA (Central Intermediate Online Learning Association). All courses offered through online learning are in alignment with the Keystone Central School District's program of study and the Pennsylvania Department of Education's state standards for learning. In addition, all online students remain enrolled as KCSD students and as such, are eligible for participation in all student programs and activities, including graduation ceremonies.

The information contained in this packet is intended to help you make the most of the online learning environment and to ensure your success. Policies regarding computer usage, attendance, coordination meetings, exams, and enrollment periods require special attention on your part. Please review the handbook that can be found on our website at https://oll.kcsd.us/about/news under Virtual Academy Information with your parent or guardian and return all required forms in a timely manner. Any questions regarding policies as outlined here should be directed to Mr. Peters, Virtual Academy Principal or your school guidance counselor. Please note that in addition to the guidelines specified in this handbook, all online students are held to the policies set forth by the elementary/secondary student handbook.

Students who enroll in the KCSD Virtual Academy will begin the registration process by meeting with your respective guidance counselor or setting up a meeting with Mr. Peters. Parents or Guardians are required to attend this initial meeting if you are planning to enroll in a full cyber schedule. No student will be enrolled in any course without the consent and support of a parent or guardian.

Again, welcome to the world of online learning! Please do not hesitate to contact me with questions or concerns. We look forward to creating a successful partnership with you!

Sincerely,

Dave Peters

Dave Peters
KCSD Virtual Academy Principal

Keystone Central School Virtual Academy Request Form

Student Name: _____ Grade: _____

School: _____

Parent/Guardian Name: _____

Address: _____

_____

Contact Number: _____

Parent/Guardian Email: _____

Vendor Name: 1. _____ 2. _____ 3. _____ 4._____

Course Name: 1. _____ 2. _____ 3. _____ 4. _____

PLEASE CIRCLE ONE FOR EACH QUESTION BELOW:

Are you planning to attend a college, university, or technical school after you graduate: Yes No

Are you an athlete? Yes No

Do you plan on playing sports in college? Yes No

Do you have an IEP? Yes No

Full time online or Part time online? Full time Part time

Onsite or at home? Onsite Home

*I understand that there is NOT a Drop/Add period for online courses, once enrolled and the course begins I must complete the course.

*I understand that I will be required to complete a set number of assignments weekly, based upon the number of classes I am enrolled in through the KCSD cyber program.

Student Signature:_____ Date:_____

Parent/Guardian Signature:_____ Date: _____

Office Use Only

Administrator Approval: _____Date:_____

On Line Administrator Approval: _____ Date: _____

Date entered into system: _____

KCSD STUDENT/PARENT ENROLLMENT & AGREEMENT

The Keystone Central School District is pleased to provide you with the opportunity to enroll in a variety of online options to meet your academic needs. To complete your enrollment, please bring this form to your initial meeting with the academy coordinator and sign it at the conclusion of the meeting.

With your signature, you indicate that you have read and understand the policies and procedures outlined in the Online Student Handbook and agree to comply with stated procedures. These policies include, but are not limited to:

- ✓ KCSD Online Attendance Policy
- ✓ KCSD Online Student Expectations
- ✓ KCSD Online Grading Policy
- ✓ KCSD Online Computer Use and Loan Agreement

In addition, you agree to follow the guidelines specified in the Elementary/Secondary School Student Handbook. Failure to comply with the guidelines of either the Online Student Handbook or the Elementary/Secondary Student Handbook can result in dismissal from the Online Learning Program and/or disciplinary consequences.

The student and parent assume full responsibility for the decision to enroll in the KCSD Online Program and are prepared for the significant time commitment required to be successful in the online learning environment. Should the student desire to leave the program, return to a traditional school schedule will preferably occur at the beginning of a marking period and at the discretion of the administration. Additionally, grades earned while enrolled in online courses will become part of the student's permanent academic record.

I have read and understand the policies and procedures outlined in the KCSD Online Student Handbook. I officially enroll in the KCSD Online Program and am prepared to invest the time and attention necessary to be successful in the academy. I agree to all policies specified in the KCSD Online handbook related to attendance, enrollment, and the grading policy.

_____ _____

Student Signature Date

_____ _____

Parent/Guardian Signature Date

_____ _____

KCSD Administrator Signature Date

KCSD Virtual Academy Contract & Enrollment Form

The Keystone Central School District Virtual Academy is part of the Keystone Central School District. The KCSD Virtual Academy follows all attendance and district policies. KCSD Virtual Academy is committed to helping students succeed in a non-traditional way. As a student and as a parent, we need you to be actively involved in this entire process.

_____, and _____, who reside at,
_____ will do the following:

Student's Commitments

Student	Parent	
_____	_____	I will **complete a minimum of** ____ per week based upon the number of classes/credits I am taking. I understand that each activity will take approximately one hour to complete and I will have a pacing guide.
_____	_____	I will maintain a minimum of a 60% in all my classes. If I fall below this level I will attend the virtual room until such time as all grades are passing.
_____	_____	If there is something that I do not understand, I will contact the teacher for that class or the Online Learning paraprofessional.
_____	_____	I will attend ALL mandatory meetings.
_____	_____	I will attend ALL mandatory testing unless I have prior approval to opt out. (Keystone and PSSA)
_____	_____	I will take care of any and all equipment provided by the Keystone Central School District and return it cleaned and in working condition (if applicable).
_____	_____	I will promptly respond to any communication from my teachers or the virtual academy through the Genius SIS within 24 hours.
_____	_____	I will check in my KCSD teacher or designated advisor each week to provide an update on my course progress.
_____	_____	I understand that I need to access and complete Smartfuture Career activities.
_____	_____	I understand that all courses will be accessed through Genius except for PE, which will be through Google Classroom or Schoology.
_____	_____	Students are not permitted to work during the school day unless they are enrolled in a school approved work-program (Co-Operative Education or Diversified Occupations) per Department of Labor and Industry regulations.

(FOR FULL TIME CYBER STUDENTS)

Attendance: Based on the PA compulsory school attendance laws, I understand that I am responsible for logging on and completing the required number of activities each week as outlined above. ___number of activities is equivalent to a day of school. Each time I do not complete ___ assignments I will accumulate an unexcused absence unless I am on pace or ahead.

The following actions will occur if I have accumulated unexcused absences:

3 unexcused days, or the equivalent, will result in a first offense letter being mailed home to the parents/guardians.

4 unexcused absences will result in a Student Attendance Improvement Plan (SAIP) meeting being scheduled. The purpose of this meeting would be to create a plan to ensure I can maintain academic success and to eliminate any additional unexcused absences.

5/6 unexcused absences will result in a criminal complaint being filed in the local magistrates office. Any additional unexcused absences will result in criminal complaints being filed weekly.

EXAMPLE ONLY (weekly totals change by grade level and courses enrollment) – Target is 25 assignments per week so a student daily number for assignment completion is 5. If a student completes 20/25 assignments in a week they would be marked absent for 1 day of absent, 15/25 would equal 2 days, etc. All absences will begin with the last school day of the prior week and will be backdated based on assignment completion for that specific week. Cyber attendance is always a week behind.

Consequences for not complying with this contract could result in one or more of the following:

- I will be required to attend the virtual room at my respective school at least one day a week until I am back on pace.
- I will be required to complete all of my activities in the virtual classroom.
- I could be removed from the virtual academy/courses. Upon removal I would have to take my courses in my home school building.

I have read the policies and agree to this Student Contract. **I understand that attendance is calculated by assignment completion on a weekly basis and not by the amount of time or days logged online.** I also understand that until this contract is received I will not be registered in the KCSD Virtual Academy.

_____ _____

Student Signature Date

_____ _____

Parent Signature Date

_____ _____

Administrator Signature Date

Student Chromebook Loan Agreement Form

Keystone Central School District 86 Administration Drive, Mill Hall, Pennsylvania 17751

Equipment Loan Agreement for Student and Parent/Guardian

Please **PRINT CLEARLY** the following information

Grade: 9 10 11 12 Online
(circle grade level)

(Student Last Name)	(Student First Name)	(Student Middle Initial)	(Lunch ID Number)

(Parent/Guardian Last Name)	(Parent/Guardian First Name)	(Parent/Guardian Middle Initial)

(Parent/Guardian Last Name)	(Parent/Guardian First Name)	(Parent/Guardian Middle Initial)

Check one of the following and initial in the space to the right of the check box:

☐ _____ I give permission for my child to participate in the One to One Laptop Initiative program.

☐ _____ **I DO NOT** give permission for my child to participate in the One to One Initiative (will **NOT** receive a laptop).

If your child will participate in the program, check one of the following and initial in the space to the right of the check box:

☐ _____ I want the laptop to be brought home (taken off campus).

☐ _____ **I DO NOT** want the laptop to be brought home (to be stored at school).

Laptop Insurance Program

Information with be distributed with each laptop regarding a Laptop Insurance Program. It is voluntary, but highly recommended to protect against damage or theft. Or you can contact your insurance company and ask about a "Personal Articles Policy".

Parent/Guardian Technology Loan and User Agreement

As the Parent(s) or Legal Guardian(s) of _____ (print child's name), I/we acknowledge that I/we have read, understand and agree to everything set forth in the **KCSD One to One Parent Handbook**, the **Acceptable Use of Technology for Students and Parents/Guardians** pertaining to the "One to One Initiative," and agree to abide by all School District policies. I understand and agree that students and parents/guardians may be held liable for violations, damaged or missing equipment, and misuse of the technology. I further understand and agree that any violation of these regulations may result in the loss of technology privileges and school disciplinary action and/or legal action. I accept responsibility for guidance of technology use and setting and conveying standards for my son/daughter to follow when selecting, sharing or exploring information and media.

Updated Information

I/we agree that any repair cost to the laptop (not covered under warranty or insurance) must be paid in **FULL** prior to any repair is undertaken. During the repair window, my child may be issued a temporary "loaner" laptop (capable of completing assigned school work), and I/we agree that I/we are still responsible for any damage to the temporary "loaner" laptop. However, the temporary "loaner" laptop will **NOT** be allowed to leave school property (it will be stored at school at the end of each day).

Parent/Guardian Signature	Date	Parent/Guardian Signature	Date

Student Technology Loan and User Agreement

[Students will sign an electronic agreement when they receive their laptop]

Additional information about the KCSD One-to-One Laptop Program can be found at http://go.kcsd.us/121