Richards R-V School District
Enable All Students to Become Responsible, Productive Citizens in a Changing World

Richards School Online Learning Option

Enrollment Commitment Form

2026-2027 School Year

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Enrollment
Students in grades K-8 must follow all enrollment and registration procedures, including those for residency, required for the traditional day program. Registration information can be found on the district website: richardsschool.k12.mo.us or at the front office.

There is a limited enrollment window for online classes. Students should enroll prior to the beginning of the school year.

Virtual Platform
Richards will use the LAUNCH Virtual Learning platform. These courses are not taught by Richards teachers. Richards School is the facilitator for enrolling students for online learning and monitoring progress in order to maintain enrollment.

Please visit the following link to learn more about Launch: Parent & Student Guide to Launch

Successful Course Completion & Credit
Students can drop a class as many as 20 days from the start date of the course. As long as the student drops within the first 20 days, they will not receive a grade.

Students must demonstrate satisfactory progress within the first 15 days of enrollment. The district will notify the student/parent that the student will be dropped in 20 days if participation is not sufficient or satisfactory for successful completion. If the student is dropped, they must return to traditional in-person school to avoid truancy.

After 20 days the student and parent **must participate in the online learning course to completion**. K-5 students may return to in-person school at the end of each quarter. 6-8 students may return to in-person school at the end of a semester.

Students must maintain a **passing grade** in all courses in order to demonstrate that distance learning is the best learning environment for the student. The student will return to in-person instruction during the regular school day at Richards School if distance learning is no longer deemed in the best interest of the child. Determination will be made at the end of each quarter grading period. (This is in addition to the 20 Day Participation Policy)

Grades
K-5 students will receive a percentage for completion and proficiency per quarter.
6-8 students will receive a percentage/letter grade for proficiency per semester.

MAP Testing
Students will be required to participate in the Missouri Assessment Program. The state assessment will be given in the spring of each school year. Distance learners must take the state assessment in person at Richards during the testing window determined by the district.

Equipment Requirements
Students will need a learning device (Chromebook, laptop, etc.) & headphones.
A Chromebook can be provided as a loan from the Richards school if necessary. A signed Chromebook Use Policy will be required for loan.

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Student Agreement

I have read and understand the Richards Online Learning Option responsibilities and requirements. I understand that failure to comply with these requirements may result in dismissal from the Online Learning Option:

1. All work submitted will be my own work.
2. I will abide by all Richards School Online Learning Option & LAUNCH Virtual Learning policies and procedures.
3. I agree to take the statewide assessment for the Missouri Assessment Program.
4. I will complete all assignments and meet all deadlines.

Student Name (print): _____

Student Signature: _____ Date: _____

Parent/Guardian Agreement

I have read and understand the Richards Online Learning Option responsibilities and requirements. I understand that failure to comply with these requirements may result in dismissal front he Online Option:

1. All work submitted will be my student's work.
2. I have read LAUNCH Virtual Learning policies and procedures.
3. I understand I must maintain consistent, daily access to a device and the internet is necessary to complete the online course(s).
4. I understand that my student is responsible for completing all assignments and meeting set deadlines.

Parent/Guardian Name (print): _____

Parent/Guardian Signature: _____ Date: _____

Enrollment Information

Student Name:			
Student Email:			
Student IEP:	☐ Yes	☐ No	Grade:
Student 504:	☐ Yes	☐ No	Birth Date:
Parent Name			
Parent Email			

Chromebook Loan Policy for Richards Online Learning Option

The Richards Chromebook Loan Policy outlines procedures and responsibilities for families to protect the Chromebook investment by the District. Parents/Guardians and students MUST sign and return before a Chromebook can be issued to a student.

Because the Chromebook is an Internet-based device, the student will need Internet access in order to use the web-based applications. At school or elsewhere, students are expected to comply with the Richards Technology Use Agreement.

Responsibilities
As with any District-owned property (ex. textbooks), parents and students will be responsible for returning the Chromebook in good working condition. The student and parent/guardian will be responsible for paying the cost of repairing or replacing the Chromebook/Charger should the device be damaged, lost, or stolen.

Students/Parent/Guardian MUST return district owned Chromebooks to the Richards Technology Coordinator upon completion of Online Learning course. Families will have 5 working days to return to the District.

Any Chromebook and/or charger not returned will be considered stolen property and law enforcement agencies may be notified. Any attempt to alter data or the configuration of a Chromebook will be considered an act of vandalism and subject to disciplinary action in accordance with the student handbook and other applicable school policies.

Chromebooks that are broken, or fail to work properly, must be taken to the Richards Technology Coordinator for repair. Do not take district owned Chromebooks to an outside computer service for any type of repairs or maintenance.

Parents are responsible for the full cost of any repair or replacement of all damage to or loss of the Chromebook and charger. Current cost estimates are as follows: Chromebook - $200.00, Charger - $45.00.

General Precautions
No food or drink is allowed next to your Chromebook while it is in use.
Never transport your Chromebook with the power cord plugged in.
Never carry the Chromebook while the screen is open.
Chromebooks should never be left in a car or any unsupervised area.
Do not poke the screen with anything that will mark or scratch the screen surface.

Student Chromebook Loan Agreement
I have read and understand the Chromebook Loan Policy for Richards Online Learning Option.
I understand that failure to comply with this policy and those outlined in the Richards Technology Use Agreement may result in the loss of the Chromebook Loan option.

Student Name (print): _____

Student Signature: _____ Date: _____

Parent/Guardian Chromebook Loan Agreement
I have read and understand the Chromebook Loan Policy for Richards Online Learning Option.
I understand that failure to comply with this policy and those outlined in the Richards Technology Use Agreement may result in the loss of the Chromebook Loan option.

Parent/Guardian Name (print): _____

Parent/Guardian Signature: _____ Date: _____

Chromebook ID _____