Billings Public Schools
Virtual Learning
415 North 30th Street #409
Billings, Montana 59101
Phone: (406) 281-5084

Billings Public Schools Virtual Learning Contract for 2026-27

This Virtual Learning platform meets required state accreditation course standards as well as Billings Public Schools minimum graduation requirements.

Virtual Learning does not offer courses for Advanced Placement or Dual Credit, and there are limited options for CTE. It is imperative that students and families work with their school counselor in selecting classes that meet graduation requirements.

Students who fail to meet the expectations listed in this contract will be removed from Virtual Learning and returned to in-person learning at their neighborhood school. Students in grades 9-12 are exited from Virtual Learning at semester, while students in grades 6-8 are exited from Virtual Learning at the end of each 6 week grading period.

Parents and guardians will be responsible for paying the replacement cost of missing or damaged Chromebooks and/or chargers. The replacement cost for a Chromebook and charger is $440. The replacement cost for a charger is $35.

Billings Public Schools will be using Courseware as the Virtual Learning platform for grades 6-12. Students will be enrolled by the school district into Courseware to deliver content in an asynchronous platform. The Courseware learning platform will require a strong commitment from the student and family to obtain success. Virtual Learning courses taken through Courseware will follow Billings Schools grading periods.

The student and parent contract sets out the standards and expectations that will be in place for Virtual Learning. The Virtual Learning platform is a semester-long commitment by the student and their parents and guardians.

ALL VIRTUAL STUDENTS MUST USE A DISTRICT CHROMEBOOK AND LOGIN THROUGH CLEVER WHEN ACCESSING COURSEWARE. ALL STUDENTS WILL BE REQUIRED TO TAKE FINAL EXAMS AT THE LINCOLN CENTER UNDER THE SUPERVISION OF SCHOOL PERSONNEL. STUDENTS AND FAMILIES CAN CONTACT VIRTUAL LEARNING TO COORDINATE A TIME TO TAKE ASSESSMENTS. STUDENTS MUST EARN AN 80% ON THE FINAL EXAM TO EARN COURSE CREDIT. STUDENTS WILL ONLY BE PERMITTED THE USE OF HANDWRITTEN NOTES AND STUDY GUIDES AT THE TIME OF ASSESSMENT.

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Student Expectations

- Students understand and expect to work a minimum of **4 to 7 hours per course, per week** in an asynchronous platform.
- Students understand and agree that successful completion of courses is dependent upon their commitment to manage and prioritize school time. **Online courses require students to be more independent in directing their own learning.**
- Students understand that final exams must be completed at the Lincoln Center AND an 80% on the final exam is required to earn credit.
- Student grades earned in the virtual environment will be added to transcripts and become a part of the permanent record.
- By choosing the virtual option, both the student and the parent are assuring Billings Public Schools that the student possesses the necessary technical skills to be successful.
- Students' participation in the virtual courses is essential to their success. Students will be expected to participate actively in their courses, and to complete course requirements within the time allotted for each course.
- Students must use the technological devices supplied by BPS to participate in virtual courses. Billings Public Schools will not provide technical support for personal devices.
- If a student is unsuccessful in achieving an 80% on a final exam after a second attempt, the student must meet with the instructor to discuss an academic plan to be completed prior to a third assessment attempt being allowed.
- If a student is found to have violated the academic integrity of a course by cheating, this will result in disciplinary action up to removal from the Virtual Learning program. This includes but is not limited to the use of AI to complete coursework and use of third party platforms that store Courseware test questions and answers.
    - First offense: The student will receive a zero on the assignment or test with an opportunity to make up the work. A parent and student meeting is required.
    - Second offense: The student will receive a zero on the assignment or test and will not be provided an opportunity to make up the work. A parent and student meeting is required.
    - Third offense: The student will lose credit in the class in which cheating occurred and may be removed from the Virtual Learning program. A parent and student meeting is required. (*Offenses are cumulative*)
- Students will take initiative to reach out to their instructor for help.
- Students will respond to messages from their instructor.

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Parent/Guardian Expectations

A direct correlation exists between student success and parent or guardian involvement within the Virtual Learning platform. All parents who have students enrolled in Virtual Learning will be expected to support the student and Virtual Learning teaching staff by doing the following:

- Ensure that the student has the necessary equipment, internet access and bandwidth, etc., needed to participate in Virtual Learning. Chromebooks may be picked up from Virtual Learning at the Lincoln Center.
- Ensure the student does not attempt to access inappropriate content nor engage in cyberbullying.
- Ensure that the student is completing coursework **every school day Monday through Friday** and that such scheduled time will be a priority for the student.
- Encourage the student to ask questions and to ask for help when the student is stuck or frustrated.
- Making sure that the work turned in by the student is the student's own work, and that it is not done by or aided by others.
- Keep track of all course and school district deadlines including the Courseware calendar which outlines the due dates for assignment and assessment completion.
- Understand that their child should be completing **4 to 7 hours per course, per week** in an asynchronous platform.
- Understand that final exams for all students must be completed at the Lincoln Center AND an 80% on the final exam is required to earn credit.
- Communicate with the virtual instructor about the student's progress as needed.
- Communicate with the instructor regarding attendance.

Attendance Requirements

- Students not meeting the following criteria will be marked absent and unexcused:
    - Daily check-in with the instructor as specified in Google Classroom
    - Minimum of 4 hours of engagement per course, per week
    - Prior notice of absence from Virtual Learning courses
    - On pace with completion of assignments as specified by pacing guide
- Consecutive absences that are unexcused will result in a parent contact from the instructor.
- If student engagement does not improve, school administration will notify parents that the student is at risk of being removed from Virtual Learning.
- If non-engagement continues to accumulate, the principal will refer the student and family to our SD2 Truancy Officer who will then follow up with the family via a home visit.

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By signing this contract, both the parent and the student agree that they understand the requirements set forth above; that they will meet the listed expectations; and that they understand that the student's success depends on their meeting the expectations. The parent and student also understand, and agree, that the student's enrollment in the virtual program will remain in place for a minimum of one semester during the 2026-27 school year.

Student Name: _____ Student ID: _____

Student Phone Number: _____

Student Signature:_____ Date: _____

Parent/Guardian Name: _____

Parent Phone Number: _____

Parent/Guardian Signature: _____ Date: _____

Administration Use Only

Select ONE of the following:

_____ Student has an IEP
_____ Student has a 504
_____ Student DOES NOT have an IEP or a 504

Student must meet BOTH of the criteria listed below:

Criteria One: Student must be on track to graduate within 2.0 credits

Criteria Two: Student or parent/guardian has provided a medical note from a medical professional for this request