



District Vision Statement: Farwell - School, Family and Community, hand in hand, doing what is best for all kids.
District Mission Statement: Together with family and community, Farwell Area Schools will educate all students in a supportive environment, engaging them in learning through a variety of challenging experiences to ensure success in an ever-changing world.

2020-2021 Middle School Online/Virtual Enrollment Contract

Due by August 28, 2020

Student Name: _____ Grade: _____

Student Home Phone: _____ Student Cell Phone: _____

School Email Address: _____@stu.farwellschools.net

Student is expected and agrees to check school email every school day. Initial here: _____

Guardian(s) Name: _____

Guardian Home Phone: _____ Guardian Cell Phone: _____

Farwell is seeking support from the Michigan Department of Education to offer two virtual options:

Option 2 Remote Learning: Students will be assigned Farwell teachers and classes. Students may be allowed to move between option 1 & 2 as needed and in coordination with the parents and teacher. One week's notice is required for the student to transition from Option two to Option One. Students must check in to their Google Classroom hourly to watch the teacher's lessons and retrieve their coursework. Attendance must be taken.

Option 3 Full Online Long-Term Learning: This option requires a commitment of at least a trimester. The middle school office staff must be notified at least two weeks prior to the end of the trimester as to whether the student plans to continue the virtual online, go face-to-face format or option two (remote learning with Farwell staff and support).

STUDENT READINESS

Student success in an online course is dependent on many factors. Academic ability, reading skills, computer skills, habits of mind, guardian support, home educational environment, and technology access are among these essential factors. It is highly recommended students consult with their school personnel before making a decision about enrolling. Students must complete this online course contract prior to being enrolled into an online course. This document must be signed by the student, guardian, and principal. If the student has a 504 Plan or IEP, a signature from the Special Education Department Head must also be provided.

The following readiness factors should be considered prior to enrollment in an online course:

Academic Ability: Much of the content of an online course is conveyed through written material. It is therefore important students have strong analytical reading skills (proficient or advanced ELA scores are recommended).

Computer Skills: Students should be comfortable working with a computer, navigating a website, and downloading/uploading documents. Strong typing skills are necessary. Students must be comfortable accessing and reading information on a computer for long periods, and have some basic ability to troubleshoot technical issues that may be encountered.

Habits of Mind: Online course work requires strong organizational and time management skills. Students must be independent, self-directed learners who are capable of staying on task while working from a virtual lab, home, or other remote location. Students must be committed to managing assignment due dates and asking for help when they need assistance. Students must access the course on a daily basis and check email daily for communications from the teacher.

Guardian Support: Guardian support is important to the success of online students. Guardians must be aware of the online requirements, monitor work habits and progress, and ensure appropriate technology access at all times. Students should have someone who can provide technical assistance as necessary as well.

Technology Access: A student who is enrolled in online courses will require access to appropriate technology in order to be successful, including a computer, Chromebook, or tablet as well as Wi-Fi. Online students must have access to a computer with a high-speed internet connection and a processor capable of downloading/uploading streaming video and large multimedia files. The computer should be equipped with a word processor, web browser, speakers, and microphone.

Student Expectations

Ethics: Online students are expected to complete their own work at all times. If a student breaks this code of ethics, the Student Handbook will be enforced, which will result in no credit for the assignment, assessment, or course. Violation of this section may result in the student being removed from the course and not receiving credit. A student must also read and acknowledge the district Acceptable Use Policy (AUP) regarding technology and the internet which is located in the Student Handbook and accessible on our website.

Communication: Students must check email regularly for messages or updates from the instructor. Students are expected to return emails, as needed, within one school day of receiving the email. It is the student's responsibility to contact the instructor should difficulties completing the coursework be experienced. Guardians should also be in frequent contact with the instructor and inform him/her of any concerns with the course that arise. The first point of communication should be the course teacher and if things are not resolved from there, then administration should be contacted.

Attendance: Students may be asked to attend mandatory virtual meetings and/or attend face-to-face meetings. These requirements may be for orientation, pupil accounting requirements, assessments, and/or state testing. If a student fails to meet the attendance requirements, they may be dropped from the online classes. Some students may be required to attend their virtual class daily/hourly depending on instructor requirements. Once a student is enrolled in a course, they must log into the course regularly and as required for classroom instruction. Students are expected to actively engaged in course activities including viewing content and completing assignments and assessments. Courses are designed for students to be actively engaged with the course work at least one hour per school day per course, or more if needed to maintain pace for course completion by the end date. If a student does not stay on pace for course completion it is their responsibility to make up the time needed to complete the course on time. If a student fails to complete the course by the end of the marking period/trimester, the student will be in jeopardy of failing the course and will be dropped from any future online enrollment. Students are then expected to re-enroll for the course in a traditional face-to-face classroom setting.

Guardian/Student Acknowledgement

Student: I have read and I am aware of the above criteria for online course readiness. I accept the responsibility for the preparation needed to complete this course. I am aware that I must attend class and be active in the course at least one hour per day in order to stay on pace for course completion by the end date. I will organize my time, communicate with my teacher as needed, and contribute positively to the online learning process. I understand that if I do not meet the above stated criteria, I may be in jeopardy of not receiving credit for the class and be dropped from future online enrollments.

Guardian: I am aware of the above criteria for online course readiness, and agree to help my child work to be successful in all online learning courses. I am aware of attendance requirements for my child, as well as daily work requirements and end dates. I understand if my child does not meet the above stated criteria they may be in jeopardy of not receiving credit for the class and be dropped from future online enrollments.

Student Signature: _____ Date: _____

Guardian Signature: _____ Date: _____

Return this form completed to:
Nancy Cairnduff at ncairnduff@farwellschools.net

We are seeking Option (check one): ___ Option 2 ___ Option 3

By the following date: **August 28, 2020**

----- **Return with Top Portion Completed** -----
----- **Do Not Fill in Below this Line** -----

Principal: _____ Date: _____

Special Education Department Head: _____ Date: _____

Trimester: ONE Courses as listed in Skyward: