

Online Learning Agreement

Northport Public School is dedicated to offering a rigorous and productive online experience to our students. Use of online education platforms (Michigan Virtual High School) will be used primarily for student achievement/advancement and scheduling conflicts. Students utilizing online education platforms are strong students, have excellent time management skills, are motivated and take initiative. Online education platforms are not recommended for credit recovery for a variety of reasons, please see the school counselor to discuss best options for each student.

Michigan Virtual High School offers core, elective and Advanced Placement courses for our students. Each course has a certified teacher attached to it and the online instructor sets the course syllabus and schedule that students are expected to meet. Students utilizing MVHS are expected to access the online instructor regarding content and technical questions and issues.

Expectations for NPS Online Learners:

Students committing to an online experience at NHS are also committing to the following expectations:

1. Students are expected to monitor their progress on a regular basis and ensure that at any given time they are on track to complete the course by the end date (usually the end of the semester, unless agreed upon otherwise prior to the course) and are expected to organize their work habits accordingly.
2. Students will be scheduled during one of the seven class periods of the day, unless otherwise specifically requested by the students' parents and approved by a school administrator. Students will attend the classroom they are scheduled to be in during the online class, work on their assignments daily and maintain on-track for scheduled course completion.
3. Students are expected to report any technical issues or other concerns to their mentor, Ms. Anderson, in a timely manner.
4. Final grades are reported automatically at the end of the semester, but it is usually wise for students to check in with their Mentor, Ms. Anderson, when done with the online course.

Requirements for NPS Online Learners:

To support the processes necessary for students to earn credit for their online courses, our online students must meet the following requirements:

1. Meet with the school counselor and online learner mentor, Ms. Anderson, prior to enrollment to discuss readiness (see eligibility and ineligibility criteria below).
2. Students must conduct a weekly "Check-In" with their mentor, Ms. Anderson. This "Check-In" to report progress can be conducted via email (to eanderson@northportps.org), by phone (386-5153 ext 152), or in person (report to room 102F).
3. Per the State of Michigan Board of Education, online learners are required to complete and sign off on weekly Online Progress and Compliance Forms. Failure to comply may

result in the student losing access to the course, receiving a failing grade and potentially becoming ineligible for future online courses.

4. Students must go to 102F on each of the two Count Days conducted during the school year to complete the NPS Online Count Day procedures (Count Days occur in October and February of each school year and students will be reminded via the school announcements prior to the Count Days).

NPS Online Learner Eligibility:

Student eligibility and ineligibility is examined each semester.

- Sophomore, Junior or Senior with PSAT/SAT scores at or above national average in subject area.
- Passing all school-based classes
- Completes and signs Weekly Online Progress and Compliance Forms
- Successfully completed and passed previous online classes, if applicable.
- Highly Motivated
- Strong Time Management Skills
- Looking to advance educational opportunities
- Responsible Internet Use

A student becomes ineligible for an online course by:

- Failing more than one online course
- Does not complete the course
- Does not complete and sign the Weekly Online Progress and Compliance Form more than 2x a semester. (Verified Absences are not included)
- Failing more than one school-based class
- Irresponsible use of Internet
- Damage of and/or loss of use of school computer

Northport Public School will assume the cost of online classes for students looking to advance their learning by taking classes not currently offered at Northport Public School, as well as, for students who experience a scheduling conflict due to the limited nature of school-based offerings during the academic school year (September through June). Student enrollment, progress and compliance with State of Michigan requirements will be monitored by the school counselor. If a student would like to take an online class during the summer, the student and/or his/her family will be responsible for the cost. The student will not be enrolled in the course until the payment has been made to Northport Public School. NOTE: If a student fails or does not complete two online courses during his/her high school career, the student will become ineligible to take future online courses at NPS expense.

Course Extensions:

Should a student, due to unforeseen and/or uncontrollable circumstances, require an extension of an online course due date, the student should meet with Ms. Anderson to discuss a course end date extension as soon as possible. NOTE: The course grade WILL BE REPORTED "AS IS" at

the original course end date, regardless of approval of the end date extension. Approval of the end date extension allows the student to continue actively working on the course for a specified period of time. At the end of that period of time, the course grade can then be updated on the student's transcript.

Student Contract:

NPS Online Learners enrolled in online coursework will meet the following expectations:

1. Students are expected to monitor their progress on a regular basis and ensure that at any given time they are on track to complete the course by the end date (usually the end of the semester, unless agreed upon otherwise prior to the course) and are expected to organize their work habits accordingly.
2. Students will be scheduled during one of the seven class periods of the day, unless otherwise specifically requested by the students' parents and approved by a school administrator. Students will attend the classroom they are scheduled to be in during the online class, work on their assignments daily and maintain on-track for scheduled course completion.
3. Students are expected to report any technical issues or other concerns to their mentor, Ms. Anderson, in a timely manner.
4. Meet with the school counselor and online learner mentor, Ms. Anderson, prior to enrollment to discuss readiness (see eligibility and ineligibility criteria below).
5. Students must conduct a weekly "Check-In" with their mentor, Ms. Anderson. This "Check-In" to report progress can be conducted via email (to eanderson@northportps.org), by phone (386-5153 ext 152), or in person (report to room 102F).
6. Per the State of Michigan Board of Education, online learners are required to complete and sign off on weekly Online Progress and Compliance Forms. Failure to comply may result in the student losing access to the course, receiving a failing grade and potentially becoming ineligible for future online courses.
7. Students must go to 102F on each of the two Count Days conducted during the school year to complete the NPS Online Count Day procedures (Count Days occur in October and February of each school year and students will be reminded via the school announcements prior to the Count Days).

By signing below, the student and parents/guardians are acknowledging their understanding of these online coursework requirements. Enrollment in online courses will not proceed until the signed contract is received by Ms. Anderson in 102F.

Student: _____ Date: _____

Parent/Guardian: _____ Date: _____