



HASD Full-Time Virtual Learning Student and Guardian Agreement

I, _____ (student's name), agree to participate in my virtual learning course(s) and I understand that:

- Full-time virtual learners are required to have age-appropriate supervision at home during regular school hours.
 - Students and parents are required to complete an orientation meeting as outlined here:
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- Progress will be closely monitored by parents and teachers. During the initial **10 days** of enrollment in virtual course(s), all parties understand that progress will be evaluated. **If academic success is not demonstrated, the student may be removed from all virtual course(s) and returned to the traditional school setting.**
 - Students and parents understand that a semester commitment to virtual learning is required after the 10-day grace period.

Attendance Requirements:

- I will log in to my course(s) everyday school is in session and complete all scheduled assignments. (Student attendance will be monitored by verifying the login date and time spent submitting assignments in courses.)
- **I must complete all assignments scheduled each school day to be considered present in school. If I am behind in any course or failing any course, I must complete at least 45 minutes of work in each course to catch up and raise my average.** Parents must submit an excuse via email within 3 days of the absence. District attendance procedures will be followed, parents/students will be subject to a citation in accordance with district procedures. Students who will be absent due to educational trips, college visits, etc. must complete the appropriate forms directly with the building office.
- The expected time requirement for virtual classes is approximately 6 hours each school day. Virtual course work is typically required outside of regular school day hours including weekends and school closures.
- Course work will continue to be assigned on PSSA and Keystone testing dates, during field trips and possibly during school closures, and I am responsible for completing these assignments. It is recommended that students work ahead to avoid falling behind pace when these situations disrupt their school day.

Communication and Participation Requirements:

- I exhibit the *Characteristics of a Successful Digital Learner* and can fulfill these responsibilities.
 - MOTIVATED – Ignore distractions and get classwork done. Set goals and work to achieve them.
 - RESPONSIBLE - Meet deadlines. Manage time well.
 - PROBLEM SOLVER - Figure things out on my own or seek out other resources for help.
 - INDEPENDENT LEARNER -Take notes, think critically, and initiate own study schedule.
 - STRONG READER – Read carefully for understanding and follow directions.
 - STUDY ENVIRONMENT - My home environment is setup to serve as my classroom.
 - PARENT SUPPORT - Parents will closely monitor my progress and assist as needed.
- The guardian and student are responsible for maintaining communication with the individual virtual instructors regarding any questions or concerns related to course content/progress.
- I will notify the Virtual Learning Facilitator within 24 hours if I am experiencing **any** difficulties.
- ***Guardians of virtual students are responsible for having current email addresses on file with the district.*** The email address on file with the districts should be checked daily for communications concerning their student's virtual courses. Progress reports and other important information concerning their student's virtual learning will be communicated through email. Timely response to emails is required.

- We understand that internet service at home is the responsibility of the student and guardian. Lack of internet service at home on a day school is in session must be reported via phone call or email to Mrs. Ponter the day of the outage to be considered a valid reason for an excused absence.
- ***I will check my email daily and follow the assignment calendar completing all assignments as they are due.***
- I will use proper online etiquette when communicating with my virtual teachers and peers.
- I may utilize the Virtual Learning Lab to receive help navigating my online platform when a meeting time during a school day is agreed upon and set. I must sign in and out of the building through the high school office. Transportation to and from school other than the regular busing schedule is the parent/guardian's responsibility.
- When in attendance at school events or on campus, I will abide by district policies.
- **If I am in danger of failing any course(s) for the semester, I may be removed from the virtual learning program and offered to return to in-person instruction.**
- I must participate in all district assessments and state mandated testing. (This includes but is not limited to PSSAs, Keystone Exams, CDT benchmarks and other deemed necessary by the district to measure student progress.)
- I will return all provided materials/equipment upon request and in good condition. Parent/guardians will be responsible for all costs for any damage caused by negligent actions or unreturned materials/equipment.

HASD Virtual Learning Program Honor Code:

- Hamburg Area School District expects academic honesty to be a core value for all its students, parents, and staff. By making the choice to enroll in a virtual program, our students (and/or their parents or legal guardians) have taken charge of their education and demonstrate a genuine desire to fulfill their academic potential.
- Cheating, plagiarizing, or other acts of academic dishonesty are directly counter to the principles of academic excellence and harm most those students who engage in such activities—they cheat themselves of the opportunity to fully develop their intellectual abilities. Our Honor Code serves to reinforce our students' commitment to academic excellence, and all students must acknowledge this Honor Code as part of the Hamburg Area Virtual Learning Program enrollment process: ⁽¹⁾
- I PLEDGE THAT I **WILL NOT**:
 - Plagiarize or cheat in my virtual courses. All responses in virtual courses must be in the student's own words. Copy and pasting responses from the internet is plagiarism and not allowed.
 - Post assessments, assignments, answers to assessments or assignments, or any other curricular materials on any media that can be seen by other students or other third parties.
 - Give or receive unauthorized assistance on assessments.
 - Allow parents/mentors/guardians to give assistance on assessments. ⁽²⁾
 - Share my username or password with anyone.
- Violation of the Honor Code could result in a warning, requirement to redo the assignment, an alternative assignment, loss of credit, a zero for the course and/or loss of the privilege to participate in the virtual learning program.

I agree that I have read this agreement and will participate accordingly in the HASD Virtual Learning HAVA program:

Student Signature

Date

Guardian Signature

Date

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