

Part-Time Student Expectations Form

This form is signed by the student and parent (if student is under 18) during the orientation process. This is the cornerstone of our ALE status, and students and families are expected to read and understand this document. We must follow this document as it is part of our compliance as an A.L.E program.

Attendance Policy

- All students must access all of their courses within every 5 school days and be making progress (completing activities).
- Even if students are ahead in their coursework, they must still be accessing within every 5 school days.
- Students who do not *access and make progress* in their course within every 20 school days will be withdrawn from either that specific eLearning course or the Edmonds eLearning Academy per state law depending on the circumstances.
- Students who do not *contact at least one of their teachers* at least once every 20 school days will be withdrawn from either that specific eLearning course or the Edmonds eLearning Academy per state law depending on the circumstances.
- Students on an intervention plan for unsatisfactory progress may be required to attend the Student Learning Center on-campus.

Minimum Eligibility Requirement

- All eLearning students must have at least a fourth grade reading, writing, and math level.
- All eLearning students must have advanced independent learning skills.
- This will be verified by reviewing student's past academic record and state test scores. If these are unavailable an Edgenuity assessment can be administered to determine if the student meets the minimum eligibility grade level requirements.

A.L.E Interventions

Edmonds eLearning Academy is an A.L.E school. Students that do not make satisfactory progress as defined in their Student Learning Plan will be put on an intervention plan.

Students will be required to follow their intervention plans and make progress or risk being withdrawn from the Edmonds eLearning Academy. Our goal with the intervention process is to provide positive supports for our students to help them be academically successful.

Students and families will be provided the Intervention Flow Chart in their handbooks which provides the details of the intervention process.

eLearning A.L.E Interventions Process

Students making unsatisfactory progress will be put on an intervention plan per the A.L.E Intervention Flowchart. If the student is still not successful, student will be required to meet in-person for an intervention meeting and updated plan. If after this second intervention plan, the student is still not making progress, the student will be required to meet with our principal and coordinator with their parent/guardian. If after this third intervention the student is still not making satisfactory progress, they will be withdrawn from the course.

The student's parents/guardians will be notified via email when their student earns an unsatisfactory monthly evaluation, and if their student has to be withdrawn from the course.

Pre-Test

A pre-test is a mastery based test to allow students to test out of portions of a unit that they have already mastered. Minimum passing score on a pre-test is 70%. A student may be required to complete a proctored Teacher Scored Test (TST) if they test out of significant portions of a unit in Edgenuity and complete at least one written assignment.

Weekly Contact

Students must have weekly contact with their teacher. All student contact must be educational and instructional in nature. This can include communication through email (Edgenuity has a built in emailing system along with an instant messaging system), attending our student learning center, turning in assignments and receiving feedback, instant messaging or phone calls and virtual lab for instructional purposes. This is a requirement of the state of Washington. Examples include but are not limited to the following: a student discussing feedback with their teacher to improve a writing assignment or a student meeting with their teacher in a virtual lab to gain a greater understanding of mathematical concepts. All of our students are encouraged to attend the student learning center face-to-face to meet with specific teachers to get support in their courses. Parent/Guardian contact does not count towards weekly contact.

Teacher Communication

eLearning teachers and staff are not required to work on the evenings, weekends or holidays. Please contact your teacher by **2pm on Friday** (if this is not a holiday) or 2pm before a holiday begins to have a test reset, turn in assignments, or have questions answered. This gives your teacher an opportunity to respond to your question before leaving for the weekend/holiday.

eLearning Program RCW 28A.250

I understand eLearning is an Alternative Learning Experience as described in RCW 28A.250. This is NOT a Parent Partnership Program as defined by Washington State. Full details are available here <http://apps.leg.wa.gov/rcw/default.aspx?cite=28A.250>

STATEMENT OF UNDERSTANDING

In accordance with the Alternative Learning Experience Implementation Standards, reference WAC 392-121-18 (3)(e), Prior to enrollment parent(s) or guardian(s) shall be provided with, and sign, documentation attesting to the understanding of the difference between home-based instruction and enrollment in an alternative learning experience (ALE). Provided on this form are summary and narrative descriptions of the difference between home-based instruction and an ALE program. Please read these descriptions below:

Alternative Learning Experience (Edmonds eLearning)

- Is authorized under WAC 392-121-182.
- Students are enrolled in public education either full-time or part-time.
- Students are subject to the rules and regulations governing public school students including course, graduation, and assessment requirements for all portions of the A.L.E.
- Learning experiences are: supervised, monitored, assessed, and evaluated by certificated staff.
- Provided via a written student learning plan. Provided in whole, or part outside the regular classroom.

NCAA Description

Edmonds eLearning Academy is currently NOT NCAA eligible. NCAA students can take non-core courses with us. If you need to take an online NCAA course, please speak with your counselor about alternatives and or schedule a meeting with the principal of the Edmonds eLearning Academy for options.

PE Fitness Logs

The majority of PE classes require students to log their physical activities. Parents should be aware that their student should be logging physical activities online in Edgenuity. More details are available in the PE course.

Student Expectations and Requirements: Please initial after each requirement to note your understanding and agreement to comply.

As a student in the Edmonds eLearning Academy, I agree to the following expectations and requirements:

1. I understand I have a responsibility to spend the minimum amount of time on my courses each week.
 - a. A part-time student must complete at least five (5) hours of coursework per week for each online class they are in. *Initial Here* _____

2. I need to contact my teacher no later than 2pm Friday to have a test unlocked, a quiz reset, or other issues resolved. I understand that eLearning teachers and staff are not required to work or reply in the evenings, on weekends, and on holidays. *Initial Here* _____

3. I agree to do my own work and not copy or plagiarize others' work. If I am in doubt about copyright, I will check with my instructor prior to submitting my work and cite my sources. *Initial Here* _____

4. It is my responsibility to communicate with my instructor on a weekly basis. I understand that I must contact my teacher for instructional purposes at least once a week. Weekly instruction with my teacher can take the form of a phone call, email with feedback, instant message, or face-to-face meeting, instruction at our student learning center, or virtual lab. *Initial Here* _____

5. I will check my school email and Edgenuity messages daily, and understand that this is the method used by the eLearning Academy to communicate with students and families. *Initial Here* _____

6. I am responsible to complete my online work at the minimum pace established by my instructor. The rate I complete work will be determined by my mastery of the content, the number of online classes I need to complete and the expected timeframe of my enrollment. Students can access the activities calendar in their resources section for due dates and pacing. *Initial Here* _____

7. I am responsible for fully reading all monthly evaluations and responding/completing any requirements by the due date listed or understand I will be withdrawn from eLearning. *Initial Here* _____

8. If I do not maintain an adequate pace for my work or do not make contact with my instructor at least once per week, I understand that I may be required to meet my teacher for an intervention meeting. My instructor will discuss strategies such as increased instructional time and organization to improve my online work and to ensure that progress is at the expected pace. If I continue to choose to not complete work at an adequate pace I may be dropped from eLearning. *Initial Here* _____

9. All eLearning students are required to remain on public walkways to enter the student learning center at College Place Middle School. Do not go through campus to reach our student learning center. If parking below, please follow the sidewalk on the street to enter lab. If you are seen walking through campus, you will be given one warning. If it happens a second time, disciplinary measures may apply.

Initial Here _____

10. I agree to abide by the rules and regulations of the Acceptable Use Policy for network users I signed to have access to the Edmonds School District computer network.

Initial Here _____

11. If I do not abide by these expectations and regulations I understand I may be removed from Edmonds eLearning Academy.

Initial Here _____

Student Name (please print):

Student Signature: _____ **Date:** _____

Parent Name (If student is under the age of 18):

Parent Signature (If student is under the age of 18): _____ **Date:** _____