



L'ANSE AREA SCHOOLS

Seat Time Waiver Contract

2016-2017

Introduction

Welcome to the L'Anse Area Schools seat time waiver program. Participation in the program has similar requirements to other courses at L'Anse Area Schools. Learners are bound by the standards and requirements set forth by the L'Anse Area Schools Board and the student handbook. Participation in this program is a privilege.

L'Anse Area Schools, with the approval of the Michigan Department of Education, has the ability to operate a local district seat time waiver program. This gives us the opportunity to provide a unique and individualized online learning program.

What is a seat time waiver?

A seat time waiver allows for online learning options for students to continue working on a high school diploma or grade progression without physically attending at the school facility. The seat time waiver removes the days, hours, and physical attendance requirements and lifts the cap on the number of online courses a pupil can enroll in during the count period. A seat time waiver is needed for students taking three or more classes online outside of the school building. The seat time waiver is defined at half for three classes and full for seven (7) classes.

100% Seat Time Waiver: This type of waiver allows L'Anse Area Schools to deliver all of a pupil's instruction online with no requirement for the pupil to attend instruction physically on-site. Students may use a drop-in lab component with courses, as needed.

Blended or Half Seat Time Waiver: This type of waiver is a hybrid of frequent face-to-face classroom instruction and partially through a computer-based and/or Internet-connected learning environment that provides pupils with some degree of control over time, location, and pace of instruction.

Requirements

- Student must be enrolled in L'Anse Area Schools in grades 6-12. Student must have successfully completed Odysseyware coursework in a regular school setting or be recommended by the principal due to their prior academic record.
- Participation requires weekly two-way communication between the student and the on-site mentor. Failure to communicate weekly with the mentor will result in removal from the program.

- Each Seat time waiver student will have a class schedule that details the credits to be earned over the semester. Each course shall be counted as one class on the student's schedule.
- Students must participate in their grade level state and local assessment exams.
- The district will designate an on-site mentor as the Teacher of Record. This mentor is a certified Michigan teacher employed by the district and will monitor the student's progress and be available for assistance.
- Students and their families must complete the district's seat time waiver application and seat time waiver contract to be considered for participation in the program. A meeting with the school's principal, counselor, mentor teacher, student and parents/guardians is required.

Attendance

Attendance is essential for online academic success.

- The learner will adhere to the school's timelines for completion of course requirements each marking period. Extensions will not be allowed.
- It is recommended that the learner spend at least one hour a day per online course. Extracurricular & Athletic eligibility requires 5 to 7 hours of online/work per semester.
- It is expected that the learner will log into courses as required, including the State of Michigan count periods. *Students are recommended to log in daily during the regular school calendar. Additional days maybe required to successfully complete the course work.*
- Attendance for weekly mentor contact is mandatory. If an absence, or missed communication is unavoidable and reasonable, the learner must communicate with the mentor prior to the scheduled weekly contact/communication and reschedule it at the mentor's convenience. More than two (2) missed weekly contacts/communication per term is subject to removal from the program. *Mentor contact is required to be a two-way meeting, which can be conducted face-to-face, online, by email, via teleconference (Ex. Skype) or by phone.*

Learner Commitment

It is expected that the learner will:

- Be committed to the course(s), adhere to the course schedules as prescribed, and communicate with course instructor(s) and the mentor teacher on a regular basis.
- Work according to pacing guides in order to complete the requirements of the course by the end of each quarter. **Extensions will not be given.**
- Refrain from inappropriate use of information with any online course.
- Adhere to all academic integrity requirements outlined in the student handbook.
- If another individual completes any portion on your behalf, this is considered cheating, and will result in a zero for the unit grade and possible removal from the program.

Parent/Guardian Commitment

The role of the parent/guardian is critical to student success. It is expected that parent(s)/guardian(s) participation in their child's education will help determine the student's likelihood of success. Therefore, parent(s)/guardian(s) are expected to monitor and support the child in his/her studies, agree to be accessible to the mentor to discuss the child's progress, and promote good attendance and time management of the child's participation. The parent/guardian must maintain reasonable Internet availability for the learner and contact L'Anse Area School's offices immediately if there is difficulty with access during the school year.

Acceptable Use

It is the responsibility of the learner to know the contents of any Acceptable Use Policies found in the student handbook of the L'Anse Area Schools. Anything that learners do in the course(s) taken can be retrieved and monitored by the mentor/coordinator/instructor at any time.

Tests and Exams

The online course provider may require some of the tests/exams to be proctored by the mentor or other responsible adult. Arrangements will be made with the mentor as needed. Learners enrolled full-time in the district's seat time waiver program must take the grade appropriate state assessment exams.

Technology

A computer will be offered to learners enrolled under an approved seat time waiver that includes Internet capacity and appropriate software configuration for use by the pupil in the home for the length of time that the pupil is enrolled in the seat time waiver program. If the learner loses Internet connectivity, it must be communicated to L'Anse Area Schools within 24 hours.

Course Costs

L'Anse Area Schools will bear the cost of approved Oddyseware courses taken during the school year (up to 7 courses per semester). Students must be enrolled and registered in the district.

Cheating/Plagiarism

Cheating is considered a serious academic offense. Examples of cheating include, but are not limited to:

- A. Unauthorized sharing of test answers.
- B. Unauthorized sharing of class assignments or homework.
- C. Plagiarism

For purposes of this offense, plagiarism is defined as: the unauthorized representation of another's work as one's own. In addition, any unethical practice which compromises the integrity or teacher's intent of an assignment, test or quiz such as (but not limited to) the use of unauthorized resources (calculator, teacher materials, textbooks, another learner's work, etc.) shall be deemed to be cheating or plagiarism and will result in the following disciplinary action:

First offense - Loss of grade for assignment, parent and administration informed.

Second offense - Loss of grade for assignment, suspension from class until a conference is held with parents and administration, and possible failure of course.

Third offense - Automatic failure/loss of credit of course. Learner/Parents to cover cost of course(s).

Contract Violation

Consequences for violation of provisions of this contract:

Written warning: Parent(s)/guardian(s) and local school district notified.

Removal from program will be recommended to administration.

**L'Anse Area Schools Seat Time Waiver Signatures
Online Learning Contract**

Approval for Seat Time Waiver

Designated School Office Signature / Title	Date
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Mentor Teacher Signature / Title	Date
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Learner Acknowledgment and Understanding

As a student enrolled in a seat time waiver program, I am aware that it is a privilege to participate in this program and, therefore, I am expected to adhere to the highest codes of conduct and integrity. I have read, understand, and acknowledge all the expectations and the policy as set forth in this document. I agree to abide by the guidelines as stated.

Learner Signature <i>(Name entry constitutes acceptance of terms of contract)</i>	Date
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Parent/Guardian Acknowledgment and Understanding

As my child’s Learning Coach, I have read and understand the policies and stated expectations for my child and agree to support the seat time waiver program expectations. I understand that participation in my child’s education will help determine his/her likelihood of success in the program. Therefore I will monitor and support my learner in his/her studies. I agree to be accessible and readily available to the mentor to discuss my child’s progress and development. I understand time managements and attendance is vital to the learner’s success. I agree to provide adequate Internet access for my child during the time they are participating in a Seat Time Waiver Program. I understand acceptance into this program is a privilege and my child must maintain the contracts and program policies in order to remain enrolled. Failure to follow these policies may result in dismissal from the program.

Parent/Guardian Signature <i>(Name entry constitutes acceptance of terms of contract)</i>	Date
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L'Anse Area Schools
Seat-Time Waiver Program Online Technology Requirements/Waiver

In accordance with the Michigan Department of Education Pupil Accounting Manual 5-O-B A.6.a. and A.6.b., a computer will be offered to learners enrolled under an approved seat time waiver that includes internet capacity and appropriate software configuration for use by the pupil in the home for the length of time that the pupil is enrolled in the seat time waiver program.

It is the responsibility of the parent to provide a location with Internet service for the student to connect to during the period of the Seat Time Waiver Program.

Waiver of Technology Requirements

I have read and understand the technology requirements and choose to waive my rights to have L'Anse Area Schools provide a computer due to having adequate availability of a computer already in the home.

Parent/Guardian: _____ Date _____
(Name entry constitutes acceptance of terms of contract)

Coordinator: _____ Date _____
(Name entry constitutes acceptance of terms of contract)

L'Anse Area Schools

Academic Benchmarks

L'Anse Area Schools is committed to high academic standards and will require seat time waiver learners to validate their learning by the following assessments as required in the Michigan Department of Education Pupil Accounting Manual (5-O-B: Seat Time Waiver):

- Grade Appropriate Assessment – Pupils enrolling in a L'Anse Area Schools' seat time waiver program must take the grade appropriate state and local assessment exams.
- Michigan Merit Examination (MME/SAT), MStep – Pupils enrolled in a L'Anse Area Schools' seat time waiver program and are at Junior status must take the MME/SAT and MStep tests as scheduled by the Department of Education's Office of Assessment and Accountability.
- L'Anse Area Schools will provide a learner with the testing materials at a location and time to be announced. L'Anse Area Schools' online learners and parents/guardians will be notified of the dates and location of the appropriate testing. **Learners and parents/guardians will be responsible to have students in attendance for the appropriate exams.**

State assessments are required for:

Grade Level	Test	Time of Year *tentative*
6 th Grade	State Assessment for MI State Standards	May 2017
7 th Grade	State Assessment for MI State Standards	May 2017
8 th Grade	MSTEP	Spring/April 10-14
9 th Grade	PSAT	Spring/April 11 or 12
10 th Grade	PSAT	Spring/April 11 or 12
11 th Grade/12 th Grade	MME: SAT, WorkKeys, MSTEP	SAT/WK April 11 & 12, MSTEP sessions to be held April 13-28. Check for specific dates and times.

**Learner & Parent/Guardian Acceptance of Academic Benchmarks
Requirements as stated above. (Name entry constitutes acceptance of terms
of contract)**

Parent/Guardian: _____ Date: _____

Learner: _____ Date: _____