

Mercer Island School District Online Learning Agreement

NAME (last/first)		Birthdate		Grade		Grad Year	
OSPI Digital Learning Course requested							
Reason for requesting online course							
Year course taken	2011-2012						

CONTACT INFORMATION	Student	Parent/Guardian 1 - NAME (last/first):	Parent/Guardian 2 - NAME (last/first):
Email			
Home phone			
Cell phone			
Address			

Essential Online Learning Procedure Information	
Course List	The OSPI Digital Learning Department Online Course list is available at: http://digitalllearning.k12.wa.us/online_courses/catalog.php
Course Eligibility and Tuition	DLD Online Course eligibility is determined through an administrative review process. Mercer Island School District covers tuition for courses as long as a student does not exceed six combined (on-site and online) courses for a semester. In other words, if a student is enrolled in six courses at MIHS, he or she will be required to cover the tuition for an online course.
Additional Costs	Some courses (particularly AP, literature, and science courses) may require supplemental texts or materials. Additional non-tuition costs are the responsibility of the student.
Contract Expectations	The student must make weekly phone or email contact with his/her Crest Teacher Mentor. If adequate progress, as determined by the Teacher Mentor, is not being met, in-person meetings will be required and could result in additional interventions. These could include: additional Teacher Mentor contact by phone or email; regular in-person meetings; or scheduled on-campus work time. All coursework must be completed within the course start and end dates determined at the time of registration.
Acceptable Progress	Regular login and acceptable weekly progress toward course completion is required. Acceptable progress is the successful completion of approximately 5% of each course every week. If acceptable progress is not met, Washington state law mandates that the Mentor Teacher add further interventions and requirements.
Earning Credit	Grading is the responsibility of the online teacher for the course. All grades and credit for completed courses will be recorded on the MIHS transcript. Withdrawing from a course within 10 school days of initial login will result in no record on the transcript. Withdrawing later than 10 school days after initial login and prior to the last 10 days of the course will result in a "W" on the transcript. Not completing the course will result in an "F" on the transcript. If the online provider has different rules regarding grade posting, those rules will take precedence.
Fail/Withdrawal	If a student fails or withdraws from a DLD Online Course, he/she will be unable to enroll in future online courses.
NCAA Eligibility	Students and parents are responsible for ensuring that the online course meets NCAA requirements should NCAA eligibility be part of the student's post-high-school planning.

Online Learning Commitments and Statement of Understanding	
<p>I commit to: conducting my online learning in a responsible and timely manner; cooperating with both my online teachers and the online learning coordinator; logging in regularly; communicating at least once a week with the online learning coordinator; submitting only my own, original work; and completing coursework independently without assistance or information from any other person or device. I have read and understood the Mercer Island School District online learning procedures as outlined above and agree to uphold them.</p>	
Student Signature: _____	Date: _____
<p>I commit to: providing my child with computer equipment and internet connectivity sufficient to support online coursework; arranging for transportation for on-site testing; communicating with the online learning coordinator and online teachers as needed; monitoring progress regularly; and ensuring the integrity of my child's work. I have read and understood the Mercer Island School District online learning procedures as outlined above and agree to uphold them.</p>	
Parent Signature: _____	Date: _____

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Counselor approval: _____

Date: _____

Administrator approval: _____

Date: _____