

# ALLENDALE PUBLIC SCHOOLS ONLINE LEARNING APPLICATION FORM

## Application Information

Student name:		Date:
Date of birth:    /    /	Grade (5-12)/school year when taking online course: Grade:            School Year:	
Address:		
Student email:	Student signature:	

## Course Information

Course #1 Title:	Semester 1 <input type="checkbox"/> 2 <input type="checkbox"/>
Course #2 Title: _____	Semester 1 <input type="checkbox"/> 2 <input type="checkbox"/> _____
Course #3 Title:	Semester 1 <input type="checkbox"/> 2 <input type="checkbox"/>
Course #4 Title:	Semester 1 <input type="checkbox"/> 2 <input type="checkbox"/>

## Reason for Interest in Online Course (check all that apply)

<input type="checkbox"/> Accelerated learning	<input type="checkbox"/> Credit recovery	<input type="checkbox"/> Course not offered at AHS
<input type="checkbox"/> Long term suspension/expelled	<input type="checkbox"/> Working student	<input type="checkbox"/> Social/emotional/family issues
<input type="checkbox"/> Medical situation	<input type="checkbox"/> Other ~ ~ please specify _____	

## Parent Information

Parent name:	Phone:
Parent email:	Parent signature:

# Allendale Public Schools

## ONLINE LEARNING CONTRACT

Student Name: \_\_\_\_\_

Building: \_\_\_\_\_ Grade: \_\_\_\_\_

The intent of this contract is to outline the standards and behaviors that are expected of students who choose to participate in one or more online courses. This contract also provides details as to how parents can support the online learning experience and what the student and parent can expect from the school district.

### Student Expectations

- Adhere to the code of conduct of your school and behave with integrity and honesty while participating in an online class.
- Read and acknowledge the district Acceptable Use Policy (AUP) regarding technology and the internet.
- Participate in each online course at least an hour per day per course, or more if needed, to maintain pace.
- Attend mandatory meetings at school as required. Such days might be for orientation, pupil accounting, or for proctored tests and exams (ex. MEAP, MME, Discovery Ed, etc...)
- Complete coursework on time.
- Communicate with your online instructor and mentor in a professional and respectful manner.
- Ensure that you have the means to access the online courses on your own at all times.
- Acknowledge that the school district has full and complete access to the work submitted or the comments posted within the online course.
- Seek help from the online instructor or course provider as needed.

### Parent Expectations

Parents, because you have formally offered your support of this online experience, we would like you to help us and your student by doing the following:

- Ensure that your student has the necessary equipment and internet access to participate in the online course.
- Provide your student with a safe and appropriate place to work while at home (may require parent-provided transportation).
- Ensure that your student has sufficient time in his/her schedule to work each day in the course.
- Confirm with the school counselor or principal that the chosen course of study is consistent with your student's plan for graduation.
- Become familiar with the means by which you can receive progress reports and never be afraid to ask your student to show you his/her course work and progress.
- Encourage your student to seek help when stuck or frustrated.
- Ensure that all tests and work is done by your student without the aid of others.
- Be aware of all course deadlines and pacing guides.
- Communicate academic concerns with online instructors as needed.

# Allendale Public Schools

## District Expectations

Parents and students can expect the following from their district and its employees:

- The school will develop an application and readiness process (see website) which will help students and parents make an informed decision about choosing to enroll in an online course.
- A school counselor or principal will meet with each parent and student to discuss this decision and determine if the course fits with the student's graduation plan.
- The school will translate the course score given by the course provider into a grade and include it on the student's transcript (secondary courses). This will include Incompletes (I) or Failures (F).
- If the student has an active 504 Plan or IEP, the district will help determine if the accommodations and support can be delivered virtually or would have to be modified.

**Students and parent fully acknowledge that success is largely dependent upon the work and effort put forth by the students. Students who are not successful may fall off pace to graduate and may have to pursue other means to make up credits.**

## Acknowledgement and Understanding

I have read, understand, and acknowledge all of the expectations and policies set forth in this contract as stated:

\_\_\_\_\_  
*Student signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Parent Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*School official signature*

\_\_\_\_\_  
*Date*

# ALLENDALE PUBLIC SCHOOLS ONLINE READINESS QUESTIONNAIRE

Name: \_\_\_\_\_

1. My access to technology is best described as:

- I have a computer at home with internet access and I have my own email account.
- I have a tablet or a Chrome book at home with internet access and I have my own email account.
- I have regular access to a computer with internet.
- I do not have a computer or an email address.

2. My experience with discussion boards/online bulletin boards (Moodle, Blackboard, etc.) is:

- I have used a discussion board for a class.
- I have accessed a discussion board but did not use it
- I have never used a discussion board.

3. My technology skills are best described as:

- I am highly skilled with email, web browsers, word processing software, can download files, and create attachments.
- I have some experience with email, web browsers, and word processing software.
- I don't regularly use email, web browsers, and word processing software.

4. When working with technology:

- I am comfortable solving technology problems on my own with very little frustration.
- I am not comfortable solving technology problems and often need help.
- I get frustrated easily when technology problems occur and usually need help.

5. When starting a new school lesson/unit:

- I like to figure out the instructions myself using many different strategies, but will ask for help if needed.
- I will first try to follow directions, but often ask for help.
- I am most comfortable if directions are explained to me before attempting to figure them out myself.

6. When I need help in class:

- I feel comfortable asking questions and asking for help when I need it.
- I don't often ask questions of the teacher, but I will if I need it.
- I don't like to ask questions or ask for help.

7. When it comes to completing school work:

- I always get my assignments done on time or ahead of time.
- I mostly get my assignments done on time but sometimes I turn them in late.
- I often turn in late assignments.

8. When it comes to reading and writing:

- I enjoy reading and writing and have confidence in my abilities.
- I read well but I'm not comfortable expressing myself in writing.
- I don't like reading and look for classes without a lot of writing assignments.

## ALLENDALE PUBLIC SCHOOLS ONLINE READINESS QUESTIONNAIRE

9. I think an online class

- will be a breeze and easy to complete.
- may be difficult but I am capable of handling it.
- will be difficult for me and I will need a lot of help.

10. Please state your goals for taking an online course. Let us know why you believe an online course would be a good educational fit for you. Share any background information that you feel is important.

*Please complete this questionnaire and return it to your counselor along with your completed application. Thank you!*