

# **VLAC Parent/Student Contract**

## **Introduction**

The Virtual Learning Academy Consortium (“VLAC”) is a home based, core-curricular educational program for students in grades K-8. Students’ progress through grade levels by completing on-line courses that meet all State of Michigan content expectations and common core state standards for the applicable grade level. As part of VLAC, students at the option of parent/legal guardian, are provided with Internet access and issued a computer to access the Internet and course content. Signing of this Virtual Learning Academy Consortium Parent/Student Contract (“Contract”) by the student’s parent/legal guardian is a pre-requisite to enrollment in VLAC. As this program is State funded, parents must officially enroll their student in a local school district that is a member of VLAC. This district of enrollment will be referenced throughout as “Home District.”

## **VLAC Program**

### **Placement Test**

Upon each student’s official enrollment in VLAC, Oakland Schools will provide and administer a placement test developed by Calvert. Oakland Schools will report the results of the placement test to the student, the student’s parent/legal guardian. The placement test shall be used to determine the student’s grade level.

### **Required Attendance Dates**

Attendance in VLAC is monitored by the student’s “log-in” to the Calvert course software system (“System”). Oakland Schools will provide log-in access to the Program. **Each student in VLAC is required to log-in to the System on the following dates:**

- October 3, 2012
- February 13, 2012

In addition, the student is required to log-in on at least ten (10) separate additional days between each of the following date ranges (log-in a total of twenty (20) additional days):

- October 4, 2012 – November 2, 2012
- February 14, 2012 – March 15, 2013

**If a student is unable to log-in on the required dates, the student must notify his or her VLAC teacher at the beginning of the applicable semester. If the student does not complete the log-in requirements, VLAC may administratively withdraw the student and arrange for return of all school materials and equipment.**

### **Required Weekly Contact**

In addition to the Required Attendance Dates, students are required to respond to a minimum of one (1) contact per week that is initiated by their VLAC teacher. Weekly contact between the student and his/her VLAC teacher is required only during the weeks that school is in session. The methods of contact may include telephone, video conference, and/or email.

### **State MEAP Assessments**

Students in grades 3-8 who are enrolled in the VLAC are required to participate in the annual Michigan Educational Assessment Program test (“MEAP test” or “Test”). VLAC is required by state and federal law to administer the MEAP test. If a student cannot take the MEAP test at the required time, the parent/legal guardian will need to provide a reason to the VLAC Administrator in writing and schedule a time to make up the test. It is understood that there should be no requests to exclude a student from the testing requirement. Students who do not participate fully in required MEAP testing may be ineligible to re-enroll at VLAC for the following year.

MEAP tests require five days of the school year. It is the only five days of the entire school year during which a student will be required to be in a specific place at a specific time.

It is understood that Oakland Schools will determine the locations for VLAC students to participate in the MEAP test. Travel will be required in order for a student to be tested. Oakland Schools shall provide the address of the physical testing location to students at least one week prior to any MEAP testing date. It is understood that vacations, trips or events involving the student should not be scheduled during the MEAP testing dates.

Oakland Schools will monitor MEAP testing sites. Oakland Schools will make every effort to work with individual situations. However, it is essential that every parent/legal guardian understand there are many logistical issues associated with the Test which may not be changed no matter what the situation may be. State assessments for the 2012-2013 School Year will be given on the following dates:

October 9, 10, 11, 16 and 17

Student scores from all grade-level state assessments will be reported directly to the Home District.

For students requiring any testing accommodations due to a disability, parent/legal guardian should notify their VLAC teacher as soon as possible so that necessary arrangements can be made in advance.

## **Student Code of Conduct**

Prior to commencement of each School Year, the student shall receive a copy of both the Virtual Learning Academy Student Code of Conduct (“VLAC Code of Conduct”) and the Student Code of Conduct for the student’s Home District. Each parent/legal guardian will be required to sign an acknowledgment that he or she has received and read a copy of the Codes of Conduct and that the student will abide by them while enrolled in VLAC and the Home District.

## **Non-Core Curricular Classes**

VLAC is a full time program that principally offers core-curricular classes that integrate topics from art, music and other areas of study. If a student is interested in extracurricular programs or elective classes beyond those available through VLAC, he or she may enroll in such opportunities through the Home District on a space available basis as allowed by the Home District.

## **Learning Guide Participation**

Parent/legal guardian participation is vital to student success in VLAC. Without parental/legal guardian involvement the student is unlikely to succeed in VLAC. Thus, each student in VLAC is required to work with a learning guide in the student’s home or other location selected by the parent/legal guardian to oversee the daily activities of the student and provide ongoing support. Provision of a learning guide shall be the responsibility of the parent/legal guardian, who may either serve in that role or designate a responsible adult to so serve. The undersigned parent/legal guardian agrees to provide an average of five hours of learning guide availability to the student during each school day of the Program.

## **Academic Honesty**

VLAC expects all students to submit their original work. If a student does not submit original work, he/she will be subject to disciplinary action. Students may not plagiarize, forge school documents, or submit work that is not their own original work. All learning guides are responsible for making sure that the academic work submitted to the student's teacher represents the student's best effort.

## **Curriculum Materials and Supplies**

For each school year of enrollment, students will receive Calvert curriculum materials for their grade level. Instructional materials provided to students enrolled in VLAC are copyrighted and shall not be duplicated or sold. Upon completion of a grade level, students may retain all materials for future review and reference. Students are responsible for the care and safekeeping of all instructional materials. Replacement of lost or damaged materials is the sole responsibility of the student and/or parent/legal guardian.

## **Acknowledgement Form**

I, (We), the undersigned parent/legal guardian of \_\_\_\_\_ have read and thoroughly discussed with my (our) son/daughter this Virtual Learning Academy Consortium Parent/Student Contract and hereby agree to the terms and conditions as stated. I (We) understand not following the terms and conditions of this Contract may result in disciplinary action which may include removal of my (our) student from the Virtual Learning Academy Consortium.

\_\_\_\_\_  
Signature of Parent/Legal Guardian

\_\_\_\_\_  
Name of Parent/Legal Guardian

\_\_\_\_\_  
Date

***A student will not be enrolled in the Virtual Learning Academy Consortium unless this form is fully executed and returned to the Virtual Learning Academy Consortium office via U.S. mail, email, fax or hand delivery.***

### **Questions Regarding the Virtual Learning Academy Consortium**

Parents can direct any general questions about VLAC to:

Dr. Carol Klenow  
Online Learning Program Administrator  
Oakland Schools, 2111 Pontiac Lake Road, Waterford, MI 48328  
248-209-2071  
[carol.klenow@oakland.k12.mi.us](mailto:carol.klenow@oakland.k12.mi.us)

Any course-specific questions should be sent directly to the student's teacher for that course.