



Tecumseh Virtual Academy

Learner / Parent Agreement

2018 - 2019

Required Attendance

I agree to maintain two-way communication with my assigned mentor facilitator while I am a Seat-Time Waiver (STW) learner.

I agree to meet, at a predetermined time and place, **once per week** with my assigned mentor. This meeting time and place will be arranged between the mentor and me upon enrollment.

I understand that failure to abide by these requirements may result in loss of my online privileges and/or payment of my courses.

Actual Attendance is determined as follows:

1. Logging in to each course to meet the established goals
2. Weekly two-way communication with the assigned mentor facilitator (i.e. meetings, phone conversations, etc.)
3. Communication and meeting dates are mandatory during count weeks.
4. Completing a minimum 4 hours of coursework per class, per day.

This is measured from Wednesday at 12:01 a.m. to Tuesday at 12:00 p.m.

I understand that if I do not abide by the above attendance policy, I am subject to the following process:

Step 1: The mentor facilitator / assistant will formally contact the learner with concerns via phone or email.

Step 2: A formal meeting including the learner, assigned mentor/assistant, parent/legal guardian, and the program director will be held to discuss an action plan.

Step 3: A warning letter will be sent home to the learner and the parent/legal guardian stating that the learner must attend their next scheduled meeting or they will be at risk for removal.

Step 4: If the learner is inactive for 10 consecutive days, the district reserves the right to drop him/her from the program.

If the learner is a minor, the District will make the necessary referrals to juvenile court system regarding truancy and educational neglect.

Testing

I understand that as a full-time learner taking core academic courses, I am required to participate in all appropriate grade-level state assessments. I agree to appear at the designated location when directed to take state testing in order to continue in my seat-time waiver program:

Learner and Parent Contact Information

Learner Name: _____

Mobile Number: _____ Home Number: _____

Learner Email: _____

Primary Parent/Legal Guardian Contact

Name: _____

Mobile Number: _____ Other Number: _____

Parent/Guardian Email: _____

I agree to enroll in courses, required for completion of this program. In addition, I will meet my mentor on the dates set forth by my mentor in order to meet the course curriculum. By signing this document I agree to follow all the procedures and requirements of the Tecumseh Virtual Academy and Tecumseh Public School.

Learner's Signature: _____ Date: _____

Parent's Signature: _____ Date: _____

Coordinator's Signature: _____ Date: _____

Checklist:

- Enrollment Paperwork
- Release / School of Choice
- Building Transfer
- Schedule
- Add to STW Group
- Notify Facilitators
- Notify Counselor
- Print Transcript
- Contact Log
- IEP Paperwork
- Technology Paperwork
- Technology Agreement