



Program Documents

Sault Area Public Schools developed an additional K-12 learning program that is different from traditional face-to-face schooling. This option uses a blend of online instruction and teacher coaching. Parents select this option a semester at a time. Students would remain students at Sault Schools and would be eligible to all the great services that are currently available, including athletics and extracurricular activities.

Virtual Blueprint and Contract

Student Name: _____ **Grade:** _____

Student Phone Number: _____ **Student Text Number:** _____

Student Preferred Method of Communication:

- Text
- Phone Call
- Email (using school email)

Parent Name: _____

Parent Phone Number: _____ **Parent Text Number:** _____

Parent Preferred Method of Communication:

- Text
- Phone Call
- Email (using school email)

Being a successful online learner requires some different skills and expectations than face to face learning. The list below addresses many of the expectations and requirements.

Please read through the following expectations and initial. As a student or a parent of a young child or adolescent student enrolled in the Virtual Blue program, I agree that:

1. I will maintain a study schedule and keep up with turning in assignments on time. _____
2. I will adhere to the school's timelines for completion of course requirements. _____
3. I will appropriately use the Internet and the device given to me by the school. All terms are outlined in the district's Acceptable Use Policy, Code of Conduct, and Academic Policies. _____
4. I will communicate with my mentors or my online teachers on a weekly basis. Weekly contact with the mentor teacher is mandatory. If you cannot contact the mentor, then reasonable attempts should be made via phone if email is not possible. More than two (2) unexcused weeks of contact may result in truancy intervention. _____
5. I will take local and state assessments (MSTEP, NWEA MAP, PSAT and SAT) as scheduled. _____
6. I understand that all coursework and submissions may be retrieved and/or monitored by the mentor teacher at any time. _____
7. I understand that the courses will be listed on my permanent academic record. _____

Support for Students Not Meeting Expectations:

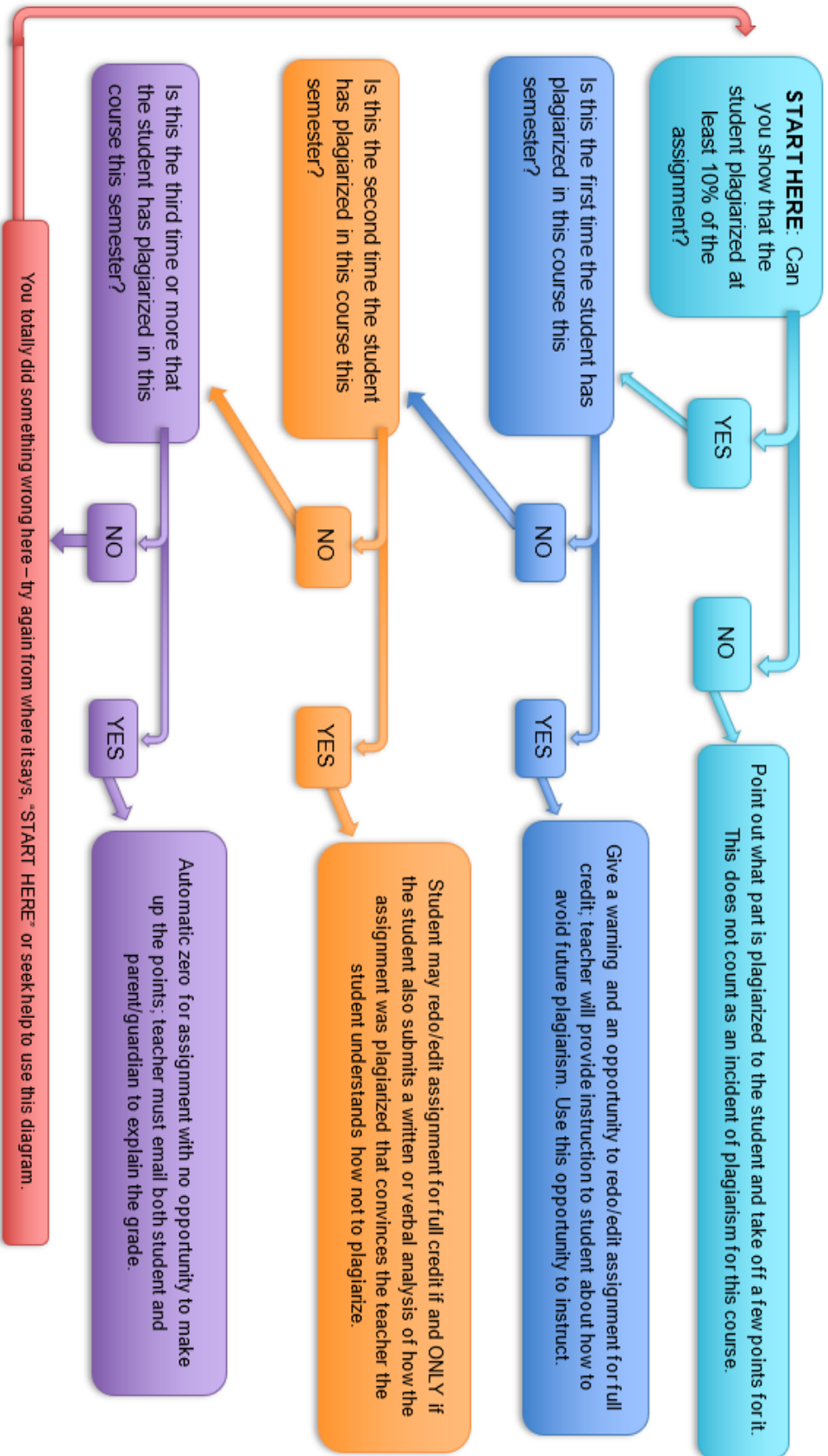
1. Students who are two weeks or more behind on turning in assignments in two classes will be required to attend at least 1 hour of lab in person per week. During the lab time, students will work on their classes until they catch up. The lab may be set up at any Sault school. Failure to attend the lab will result in dismissal from the program at the end of the semester. In extenuating circumstances the student or parents may request a conference with the Director of Student Achievement to examine an alternative plan. Failure rates in online courses are very high when students do not keep up with the work, therefore this intervention support is extremely important for students who lack the discipline to keep up with classes. _____
2. Courses must be completed in the semester they are taken. Year long courses must be completed in the school year in which they are taken. All online coursework must be submitted by students by 12:00 pm on the final day of the semester. Assignments submitted after this deadline will not be graded. The teachers need time to grade and finalize grades. _____
3. Given the variety of ways in which technology can be misused, cases of not following the school district's Acceptable Use Policy, student Code of Conduct, and Academic Policies will be managed individually. In cases of plagiarism, the following flow chart will be followed. _____

Virtual Blue Plagiarism Guidance for Teachers

Definition of plagiarism from the Sault High Student Handbook:

- Plagiarism is a form of stealing. Any deviation from proper documentation that you are repeating another person's ideas or work is called plagiarism. It is using someone else's words or ideas as your own. Saying you did not know or understand the concept of plagiarism will not excuse you from crediting sources.

For each case of plagiarism in an online course, please follow these procedures:



4. Student attendance and program funding is tied to weekly communication between the school and student. Therefore, maintaining weekly contact is critical to the continuation of Virtual Blue. The first time a student fails to communicate in a week, the student and parents will be notified. The second time a student fails to communicate during a week, the parents will be notified and the teacher or mentor will discuss setting up a standing Google Meet meeting or phone call with the student. Continued issues with weekly communication may result in dismissal from the program at the end of the semester. Truancy intervention, as described above in the expectation may also be used. _____
5. District and state assessments are required. Efforts will be made to allow students to test at home when possible, but the state assessments have very specific protocols that include face to face proctoring of the test. Please discuss testing concerns with the teacher or mentor. _____

Student Acknowledgment and Understanding:

I read, I understand, and I acknowledge all of the expectations and the policy as set forth in this document. I agree to abide by the guidelines as stated.

Student Signature: _____ Date: _____

Parent/Guardian Acknowledgment and Understanding:

I have read and I understand the student policy and stated expectations for my child and agree to support the Online Learning Courses expectations. I understand that my participation in my child’s education will help determine his/her likelihood of success in the program. Therefore, I will monitor and support my student in his/her studies. I agree to be accessible and readily available to the mentor or online teacher to discuss my child’s progress and development. I understand time management and attendance is vital to my student’s success.

Parent Signature: _____ Date: _____

Student Educational Development Plan

An Educational Development Plan (EDP) is required for all students who are taking more than 2 virtual courses concurrently (within the same school scheduling term). Please complete the areas listed below **with** the student, retain the completed form, and insure it is available for membership audit review upon request. **(If student has a Career Cruising EDP, Substitute it here)**

Student Name: _____ Grade: _____ Date of EDP: _____

1. Learning Style: Please select the student's preferred learning style(s):

	Visual – The student prefers using pictures, images, and special information for learning.
	Aural – The student prefers learning through speech and music
	Verbal – The student learns well from words, both written and spoken
	Physical – Student learns well through use of the body, hands, and sense of touch
	Logical – Student prefers logic, reasoning, and systems
	Social – Student prefers learning in groups or with other students
	Solitary – Students prefers to work alone or self-study
	Other – Please describe:

2. Pupil Interests: Describe the Student's Interests/Motivations:

3. Areas of Academic Development: Describe the student's needed or desired academic development:

4. Areas of personal/social development: Describe the student's interests or needs regarding personal or social development:

5. Timeline and measures for development in the above areas: How will you measure the student's progress on the above goals, and when will you plan to have them accomplished?

6. Any Postsecondary and Career Goals - What career or postsecondary goals does the student have, if any?

Student's Signature: _____

School staff assisting student in development of this plan: _____

Success Plan: _____

What will be your daily or weekly schedule?	
What are your needed conditions for learning (desk, quiet space, headphones, etc.)?	
How will you make sure you communicate weekly with your teacher or mentor?	
What do you need from an adult?	