

BIRMINGHAM PUBLIC SCHOOLS
VIRTUAL LEARNING COURSE ENROLLMENT FORM

**** EACH CLASS MUST HAVE ITS OWN FORM ****

Students must complete this virtual enrollment form 10 Days prior to each Semester/Trimester for which they are enrolling in an online course. Forms must be submitted to *counselor or Gary Bigger, Principal, Birmingham Virtual Learning Program, gbigger@birmingham.k12.mi.us, 248-203-4882*

APPLICANT INFORMATION

Student Name: _____

Student ID #: _____

Date of Birth: ____/____/____

Current Grade Level: _____

Building: _____

Home Address: _____

City: _____

State: _____

Zip Code: _____

Student Email: _____

COURSE INFORMATION TO BE COMPLETED BY COUNSELOR

School Year: 20____ / 20____

Semester: ___ Fall ___ Spring
 Trimester: ___ Tri 1 ___ Tri 2 ___ Tri 3 Class Hour ___

Subject: _____

Course Title: _____

This course will be in lieu of: _____

Course Cost: _____

Does this student currently have

IEP _____ 504 Plan _____

LRC Teacher: _____

Email: _____

Mentor of Record: _____

Mentor Phone: _____

Email: _____

PARENT/GUARDIAN INFORMATION

Parent/Guardian Name: _____

Phone: _____

Parent/Guardian Email: _____

Attention Parents/Guardians and Students of Virtual Learning Courses:

Withdrawing from a virtual course is the adheres to the same policy as withdrawing from an in-seat course. Failure to complete any virtual learning course may result in denial of enrollment for future virtual learning courses. Additionally, grades for all virtual learning courses signed up for will be placed on the students transcript.

By signing below you acknowledge the academic responsibility for virtual learning courses with Birmingham Public Schools.

 Parent/Guardian Signature

 Student Signature

Virtual Learning Class Parent and Student Contract

Student Name: _____ School: _____

Student Policy: Due to the uniqueness of the online learning program, certain standards and behaviors are expected of students. *Parents and students* are expected to review the attached online readiness rubric prior to requesting their child enroll in the program. Additional parent information can be found at http://media.mivu.org/institute/pdf/parent_guide_2013.pdf

Parents and Students,

Please read through the following statements. To show your understanding and agreement to the Virtual Learning Course requirements, please initial in the space provided.

Parent / Student

1. _____ / _____ I understand this online course is an in-seat course and attendance will be taken each day. My school's attendance policy will be followed.
2. _____ / _____ I can create and maintain a study schedule without face-to-face interaction with a teacher.
3. _____ / _____ I will adhere to the school's timelines for completion of course requirements. The district's policies will take precedence in meeting program/course requirements.
4. _____ / _____ As a student, certain standards are expected of me. Appropriate use of the Internet is expected at all times. All terms outlined in the district's Acceptable Use Policy and Student Code of Conduct apply.
5. _____ / _____ All course work and submission that I do may be retrieved and/or monitored by the mentor teacher at any time.
6. _____ / _____ I will follow procedures specific to the course(s) I am enrolled in.
7. _____ / _____ I must communicate with my mentor as well as my on-line teacher on a weekly basis.
8. _____ / _____ I must not inappropriately use information within the course.
9. _____ / _____ I must follow all other rules as specified by the district, mentor, and on-line teacher.
10. _____ / _____ 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.
11. _____ / _____ I will be committed to the courses, adhere to the course schedules as prescribed, and I understand that drops will be allowed only as outlined by the online provider and the school /and or district's add/drop procedures. Failure to adhere to the drop schedule could result in required repayment to the District of the full cost of the course.
12. _____ / _____ I understand that the courses will be listed on my transcript or permanent academic record.
13. _____ / _____ I must still take local and state assessments (PSAT, SAT, M-STEP) as scheduled (if applicable).
14. _____ / _____ **I understand that failure to comply with the guidelines stated above can result in removal from the course with a failing grade and will fall within the jurisdiction of reassignment to classes on my school campus as well as potential requirement to repay the district for the full cost of the course.**

Virtual Learning Course Required Signatures

Student Acknowledgment and Understanding:

I have read, understand and acknowledge all the expectations and the policy as set forth in this document. I agree to abide by the guidelines as stated. **I understand this is an in-seat course and attendance will be taken each day.**

Student Signature

Date

Parent/Guardian Acknowledgment and Understanding:

I have read and understand the student policy and stated expectations for my child and agree to support the Virtual Online Learning Courses expectations. I understand that 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. I understand acceptance into this program may be based on class size and my child must fulfill program expectations in order to remain enrolled. Failure to follow these policies may result in dismissal from the program. **I understand this is an in-seat course and attendance will be taken each day.**

Parent/Guardian Signature

Date

****SCHOOL OFFICIAL / MENTOR / COUNSELOR SIGNATURE REQUIRED FOR ENROLLMENT INTO A VIRTUAL COURSE****

School Official / Mentor Teacher / Counselor Signature

Date

Title of Designated School Official

FOR OFFICE USE ONLY

Course Provider:	Course Start Date:	Course End Date:
Course Title:	Final Grade:	
Online Teacher:	Pic #: _____	Payment Details

Online Learner Readiness Rubric

Developed by Michigan Virtual University

Student Readiness	Technology Skills	Work & Study Habits	Learning Style	Technology / Connectivity	Time Management	Interest/ Motivation	Ready /Writing Skills	Support Services
Less Ready	Student has little, if any, experience using a computer or the Internet, and has minimal desire to develop more skills in this area	Student often needs reminders to complete routine assignments, often turns homework in late and is not able to spend 5-10 hours per week on each online course	Student is not a self-directed learner and often requires real-time feedback from teachers regarding basic directions and follow-up support	Student does not have consistent access to a computer and a reliable connection to the Internet from home or from school	Student does not manage his or her time effectively in doing research, basic studies and preparing for tests or quizzes	Student has little or no interest in the content area of the online course offering and has a negative or unrealistic attitude toward online learning	Student is reading below grade level and has experienced difficulty with routine writing assignments	In general, parents and school personnel do not actively support online learning and are unable or unwilling to provide support assistance
△	Student has limited experience using a computer and the Internet, and has expressed a strong interest in developing more skills in this area	Student sometimes needs reminder and assistance in completing routine assignments and has pledged to spend 5-10 hours per week on each online course enrollment	Student beginning to demonstrate a behavior of self-directed learning and sometimes requires real-time feedback from teachers regarding basic directions and follow up support	Student has limited access to a computer with low-speed service to the Internet from school or from home	Student is beginning to demonstrate effective time management skills in doing research, basic studies and preparing for tests or quizzes	Student has an interest in the content area of the online course offering, but has expressed concerns about enrolling in an online course or has an unrealistic attitude toward online learning	Student is reading at grade level and has demonstrated limited proficiency with writing assignments	Student support system is limited, parents and school personnel are somewhat supportive of enrollment in online courses
△	Student has strong computer skills and detailed experience using a word processor, email application and web browser	Student rarely needs reminders or assistance in completing routine assignments and has demonstrated good independent study habits	In general, the student is self-directed and does not require real-time feedback from teachers regarding basic directions and follow-up support	Student has consistent access to a computer with moderate-speed service to the Internet from home, and from school	Student has demonstrated effective time management skills in doing research, basic studies and preparing for tests or quizzes	Student has an interest in the content area of the online course offering, and has a positive and realistic attitude toward online learning	Student is reading at or above grade level and has demonstrated success with variety of writing assignments	Student has open access to school-based mentoring/ counseling service and parental support
More Ready	Student has excellent computer skills and significant experience using a word processor, email application and web browser, and is comfortable downloading information from the Internet and using other technology tools and applications	Student does not need reminders or assistance in completing routine assignments, usually finishes homework ahead of time and has successfully completed an independent study experience or taken an online course	Student is a self-directed learner and demonstrates a high level of comfort and skill in learning new material without requiring real-time feedback from teachers regarding basic directions and follow-up support, and deals well with ambiguity	Student has daily access to a computer with high-speed service to the Internet at home and at a convenient location in the school building before, during and after regular school hours	Student has demonstrated outstanding time management skills while participating in a variety of clubs, student organizations, sports and work activities	Student has a strong interest in the content area of the online course offering, is highly motivated to enroll in an online course and has a positive and realistic attitude toward online learning	Student is reading above grade level, has strong reading comprehension skills and has demonstrated success with complex writing assignments	Student has regularly scheduled access to school-based mentoring/ counseling services, parental support is strong and district has adopted policies and identified best practices to support students as online learners

Note: This rubric was not designed to be used as a tool to determine eligibility for enrollment in online courses, but instead to be used as a resource to help identify specific areas where students may need additional support to better ensure success.