



## **2023-2024 Parent/ Student Virtual Handbook**

Welcome to the Virtual Learning Option of the Tangipahoa Parish School System! The faculty is thrilled to have you as a part of our technology family. Our staff of professional educators is committed to providing our students with many opportunities both inside and outside of the classroom. The partnership between the student's home and school is vital and plays an integral role in each student's success. We encourage you to contact us whenever a concern or question arises.

As we work to achieve success, our goals are to build relationships with parents and students, utilize Tier 1 curriculum, develop students with great character that will lead them to become life-long learners, challenge students educationally, improve overall attendance, and provide a safe haven for students as they grow academically and emotionally.

This handbook was designed to inform parents and students about the policies and procedures of the Virtual Learning Option. We extend a special, yearlong invitation to our families to join us via ZOOM at special online events or in person for individual assistance. We believe in the **TEAM** approach, Together Everyone Achieves More. We look forward to working with you and your child to ensure that we are doing our best to make this a successful year!

## Virtual Learning Option Vision Statement:



### Vision Statement

To provide TPSS students with flexible and rigorous online learning opportunities that will help them acquire the knowledge, skills and characteristics necessary for college and career readiness.

## Virtual Learning Option Mission Statement:



### Mission Statement

By providing a rigorous, relevant, cutting-edge, technology based education the TPSS Virtual Learning Program prepares students for college, careers, and for the global community of lifelong learners by engaging one student at a time.

# General Information

## Eligibility and Enrollment:

Students who reside in Tangipahoa Parish are eligible to apply for the TPSS Virtual Learning Option.

The Virtual Learning Option offers enrollment from April 1-June 1. This time period is open enrollment. Once the deadline to enroll students in virtual learning has passed, no other students can be accepted.

## Orientation:

All parents and students will attend a mandatory virtual orientation upon acceptance into the Virtual Learning Option. Attendance verification is required, and those who are unable to attend will be denied placement in the virtual program and returned to their home-based school.

After virtual orientation, families are given a choice to remain virtual or to return to the traditional setting. After this deadline, students must stay enrolled for the entire Fall semester. Then, parents can opt out at the end of the Fall semester if they choose to return their child/children back to the traditional setting.

## Required Documentation:

Each parent and student will be provided with a copy of a (1) Virtual Contract and a (2) Virtual Compact form. These will be provided digitally and must be signed by all parties upon entry into the TPSS Virtual Learning Option. The contents of these forms can be found in **APPENDIX C and D**.

The purpose of these documents is to ensure that all parties involved (parents, students, teachers, and staff) are aware of the expectations and agree to fulfill their obligations for a successful school year.

## Homebound process:

If a child has health concerns and might qualify for homebound services per a doctor's order, the family can submit an application, and the district will determine their acceptance. Long term homebound services for the semester or school year is not someone coming to the home; it could potentially place the student in our virtual program for the time period recommended by the doctor. There are some exclusions to this process, such as SPED team decisions or those

that would not benefit from virtual learning. A spreadsheet is utilized and updated daily to code and place students in virtual. Parents are notified of the decision via email by the Virtual Learning Option.

### **Communication:**

The Virtual Learning Option communicates with families via email. It is imperative that parents have active, working email addresses. While some phone calls can and will be made, it is important we have current email contact information. Parents and students should check email daily. Teachers can be contacted through email or phone calls. See **APPENDIX A** for contact information.

### **Attendance/ Wellness Check:**

Attendance is taken everyday. Students are required to check in each and everyday within a 24 hour window. Any student who does not check in will be marked absent for the day. Teachers will reach out to students who are not completing assignments via email and make parent contact. Excessive absences will result in a referral to the truancy court. In adherence to TPSS Board Policy, students will be dropped after 10 consecutive absences.

Students will be given a choice of 5 ways to check in each day. The procedures are as follows:

#### **Procedures:**

- Choice 1:
  - Students log into the homeroom class via ZOOM for attendance check-in.
  - Students type their names in the chat box as a record of attendance.
  - The ZOOM participant log and chat response is used for accurate record keeping.
- Choice 2:
  - Check in via email from the student.
- Choice 3:
  - Students complete an assignment within 24 hours upon teacher issuance.
- Choice 4:
  - Students complete a Google Form as attendance check in for the day.
  - Students type their names in the form as a record of attendance.
  - The Google Form is date and time stamped for accurate record keeping.
  - The virtual secretary views the Google Doc each day and removes absences from the spreadsheet.
- Choice 5:
  - Attendance of a live ZOOM lesson throughout the school day.

## **Conferences:**

One of the strongest points of the school's program is the close monitoring of each student's educational progress. Parents are required to participate in scheduled conferences with their children's teachers. The conference is an opportunity to voice concerns, relay good news about the student, obtain enrichment ideas for the child, and discuss attendance and progress through the curriculum. It is expected that parents attend all of their scheduled conferences, provide 24 hours notice if a cancellation is required for the conference, and reschedule when it is canceled. Conferences will be conducted via ZOOM or by phone.

## **Special Education/ 504 Services:**

The Virtual Learning Option employs a lead teacher on staff along with additional staff to assist students in the program. IEPs and 504 plans are adhered to, and accommodations and modifications are met within the guidelines of the student's formal plan. See **APPENDIX B** for more information.

## **Student Home-Based School Services:**

Virtual learning students can participate in clubs, activities, sports, dances, etc. at their home-based school. This also includes pictures, IDs, and any other student activities held on campus. Students are home-based at a school and afforded the same opportunities as traditional students on campus.

It is the responsibility of parents and students to remain in contact with their home-based school to receive notification of events. The following suggestions can be helpful in receiving timely information: check the school website, contact club sponsors directly to receive emails, follow the school FaceBook page, contact the grade-level chairperson, ask to be added to the email list if announcements are sent digitally, or contact the school office and discuss other ways to receive information.

## **Student Schedules and Information Services:**

The virtual coordinator is the only person who can code or accept students in the virtual program. Schedules take time to be finalized for students. We work diligently to complete this task and meet the needs of all students across the district. Students are cross enrolled in their home-based school and Virtual Learning Option. OnCourse Classroom is the first program virtual teachers use to instruct their students. There are times when other programs are utilized. This could be in the form of Google Classroom, Great Minds, or Edgenuity. JCampus is the program used for official grades and attendance.

## **Technology:**

Chromebooks are distributed by the home-based school. The Virtual Learning Option does not distribute technology. Chromebook insurance is optional and paid to the home-based school. Chromebooks are district issued devices. Chromebooks are monitored closely by teachers and the district. The Virtual Learning Option can access email, messages, and information from the device. Violations of the Acceptable Use Policy could result in disciplinary action. Students are required to perform Chromebook updates as needed. This might be a Google update or a Chrome update. Students should charge Chromebooks daily, so they are ready for school. Students must bring Chromebooks to the home-based site for any technology issues.

## **Internet Service:**

By enrolling in an online school program, you have exhibited an understanding that the ability to access the Internet is required daily. That being said, errors in technology do occur, and it is understandable that time off from school may be warranted by lack of acceptable computer equipment and Internet malfunctions. However, if your Internet or computer will be out-of-commission for more than a day or two, it is the responsibility of the student and/or parent to (1) notify the instructor and (2) seek other methods of online access, such as local libraries or a relative's home. The Virtual Learning Option will not provide families with wifi boxes or Internet access. It is the parent's responsibility to make sure students have functioning Internet access.

# Academics

## Scheduling and Courses:

Elementary students (K-5) are offered the following courses:

Subjects
ELA Math Science Social Studies PE/ Health

Middle school students (6-8) are offered the following courses:

Subjects	Electives
ELA Math Science Social Studies PE/ Health	IBCA (6th grade only) Computer Literacy (7th grade only) Quest for Success (8th grade only)

\*Electives courses allow students to enter high school with a minimum of 3 credit hours.

High school students are offered the following courses:

Subjects	Electives
English I-IV Algebra I- III Geometry Advanced Math Civics US History World Geography World History Chemistry Physical Science	PE I and II Health FCS I and II Nutrition Fine Arts Speech I and II Spanish I and II Credit Recovery Entrepreneurship I and II Microenterprise

Biology I and II Environmental Science Physics Financial Literacy Business Math Business English Technical Writing Math Essentials Personal Finance	Virtual Workplace IBCA CIW Logistics Math Essentials
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**\* Due to the small nature of the virtual staff, sometimes students have an overlapping class on their schedule. Teachers work closely with students and each other to assist students with being successful when this happens. Remember: all classes are recorded and posted on a student agenda each day. \***

**High school students are offered the following Jump Start Pathways:**

- Arts, AV Technology and Communications
- Business Management
- Transportation, Distribution, and Logistics
- Information Technology

**Edgenuity:**

This online program is used for high school students only. We only use this program when absolutely necessary for students. When a live teacher is available for coursework, that is the student’s first option. This program is facilitated by the teachers and paced out each week by giving assignments and monitoring progress. This program operates separately from OnCourse. It is important that students log into this program to complete assignments. Grades for Edgenuity will be recorded weekly. Students should maintain 100% progress at the end of each week in order to be successful in Edgenuity.

**Textbooks:**

Students’ home-based schools will create a workbook/text/novel bundle for students to pick up. Home-based schools will give all workbooks/texts/novels to the virtual students for the school year. These materials should be ready for distribution beginning the first full week of school. Parents will be provided with a contact person at each home-based school for anything related to virtual learning. If a student returns to the traditional setting, the student should bring the bundle back with them to school.



## **Due Dates/ Deadlines/ Late Work Policy:**

Timely submission of assignments is the hallmark of a successful virtual student. All assignments will have a due date published in the OnCourse calendar and/or student agenda. If a student does not complete the assignment by the due date, a grade of zero will be recorded for the assignment. Assignment/ assessment submissions are only accepted once. Multiple submissions will not be accepted or graded by the teacher. No other opportunities are given to resubmit assignments/ assessments.

In order to receive full credit, an assignment must be submitted by the due date.

All assignments:

- Due date -midnight on the day it was assigned- full credit of the assignment
- End date - midnight one week later- no exceptions- late grade penalty
  - Example: If an assignment is issued on Wednesday, 9/8...
  - Due date is midnight Wednesday, 9/8 for full credit
  - End date is midnight on Wednesday, 9/15- no exceptions with a grade penalty
  - After the week extended due date- no work will be accepted

## **Homework Policy:**

Homework is an intricate part of the educational process. The purpose of homework is to provide practice of skills taught in the classroom. Homework can also serve as informational tools for parents. When parents take the time to look at their child/children's homework, they will be aware of the skill(s) that their child/children is/are working on at school as well as allowing them to see which skill(s) their student is having difficulty with. The high demands of the standardized tests have made homework more important than ever. Students are required to do more homework in order to master a more difficult curriculum.

## **Office hours/ Interventions/ Help sessions:**

Teachers will provide times throughout the week for students to come to a help session to ask questions about the lesson. This may be done during office hours/interventions/help sessions (varies by teacher/subject). These will be open Zoom meetings for students to come and to go as needed. This is NOT a time for the lessons to be re-taught, but a time to ask questions for clarification. If the student has missed a class/lesson, it is his/her responsibility to view the recorded lesson. The links are provided on the student agendas and/or OnCourse.

**Each teacher has time everyday in the schedule for specific, targeted office hours/ interventions for students.**

**Parents and students will be informed of these times, so students can receive assistance when struggling, when needing extra help, for asking questions, or for clarification on lessons, assignments, or activities.**

**Students who are struggling academically will be monitored closely and will be required to attend interventions until grades or performance has improved.**

### **Cheating/ Plagiarism:**

Whenever a student is guilty of cheating or plagiarism is suspected, the teacher shall “collect” the student’s assignment, issue a zero for the grade, and notify the parent and coordinator immediately.

A second offense will result in disciplinary action. **Students should not copy/ paste information from the Internet and submit as their assignments.**

### **After School Activities:**

The Virtual Learning Option will host monthly after school activities. These are planned parental involvement activities that we encourage parents and students to attend via ZOOM. These events are just for fun and offer creative, interactive activities for families to do together. The events are scheduled on the virtual calendar. During these monthly events, student awards are also given.


### **PBIS- Positive Behavior Intervention Support:**

Program Goal:

Students in the Virtual Learning Option will experience success throughout the school day by meeting the seven behavioral expectations.

PBIS expectations provide a framework of positive behaviors that we expect from all of our teachers and students both in and out of the classroom. Students receive “virtual points” when they are observed displaying program expectations.

# Program Expectations

	<p><b>V-</b> Vision  <b>I-</b> Independent  <b>R-</b> Respectful  <b>T-</b> Timely  <b>U-</b> Unique  <b>A-</b> Attentive  <b>L-</b> Learning</p>
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- Teachers and staff will teach, model, and practice each of the behavioral expectations throughout the year.
- Teachers and staff will reinforce/reward student behaviors that meet the behavioral expectations.
- Teachers and staff will follow procedures for infractions.
- Program consistency is essential to effective implementation and success of our PBIS program.

## Virtual Resources:

The following documents or websites can be used to assist students as needed:

Documents	Websites
<a href="#">How to Virtual Directions</a>	<a href="#">Virtual Learning Website</a>
<a href="#">How to access Great Minds- Eureka</a>	<a href="#">Student Resources</a>
<a href="#">How to access Edgenuity</a>	<a href="#">Student Tech Tips</a>
<a href="#">How to clear your cache</a>	<a href="#">Online Textbooks</a>
<a href="#">How to reset your Chromebook</a>	<a href="#">Family Toolkit</a>
<a href="#">How to update Chrome browser</a>	<a href="#">District Academic Calendar</a>

# Virtual Expectations/ Responsibilities

## Student Expectations/Responsibilities:

- Students are expected to complete an entire day's worth of school work. Even though the content is virtual, there is an expectation of at least 6-7 hours of work per day. Educational requirements are the same for virtual students as they are for in-school students.
- Mandatory attendance check-in is every morning from 7:45-8:00 am. There are no exceptions. Students missing homeroom attendance check in must provide a parent or DR excuse.
- Students must abide by the student code of conduct for dress code and behavior expectations.
- Students must adhere to the Acceptable Use Policy for TPSS. Emails, computers, and technology are closely monitored by the district for violations of the policy.
- If students are struggling, have questions, or need help, they should reach out to the teacher via email or the OnCourse message platform. Office hours/ Interventions are offered daily.
- Students are still home-based at a school. Those schools will receive notices, test scores, and information regarding student status.
- Students must attend state testing throughout the year. These tests are given at the home-based school. Attendance for testing is mandatory to remain in the program moving forward.

## Parent Expectations/Responsibilities:

- Maintain a current email address and working phone number.
- Respond to the coordinator or teachers via email, phone, or text.
- Check OnCourse Connect and/or JCampus to monitor grades and assignments.
- Adhere to assignment deadlines.
- Email the teacher regarding information, concerns, or feedback.
- Provide assistance as needed.
- Students in K-6 should have an adult learning partner present during ZOOM lessons and to assist students with videos and assignments.
- Middle school and high school students should have adult supervision to assist with lessons, videos, and assignments.
- Attendance is taken via ZOOM Homeroom each morning between 7:45-8:00 am.
- Please assist us with ensuring your child participates in as normal a schedule as possible.
- Provide a designated work space for your child.

- Encourage others to respect the time designated for instruction and completing assigned tasks.
- Ensure your child has your current and correct contact information.
- Ensure your child follows the student code of conduct for dress code and behavior expectations.

### **Teacher Expectations:**

- Will provide assignments, lessons, videos, ZOOM meetings.
- Will provide time for help sessions daily.
- Will check email multiple times daily.
- Will have engaging lessons and motivate students to excel.
- Will provide ongoing feedback to students.
- Will ask questions throughout lessons to check for understanding.
- Will provide rigorous student work and assignments.

### **ZOOM expectations and Virtual assignments:**

- Teachers will set up ZOOM sessions to conduct lessons throughout the day. This is the student schedule.
- Students are responsible for attending the lessons. It is important for students to actively participate and engage in content and lessons when they are online
- Students must log into ZOOM using their full first and last names only. No nicknames.
- Lessons are presented live, and recordings are posted on student agendas or in OnCourse resources each day.
- Virtual students are required to participate in ZOOM via the chat feature, breakout room, poll feature, or interactive question and answer time.
- Students are required to show their face on camera and be dressed in a school uniform at all times. Teachers are instructed to remove students who do not adhere to these policies. Please understand, this is a safety issue to ensure only our students are in attendance in classes, and not a stranger.
- All assignments must be completed by the deadline. Not completing assignments have negative impacts on grades. Therefore, we highly encourage students to complete and to submit work in a timely manner.
- Students who are struggling could be required to attend office hours/ intervention time for additional information and guidance.
- Virtual learning students are still expected to complete a full school day of learning consisting of 6-7 hours.

## **ZOOM protocols:**

- Be on time
- Be aware of mute/ unmute
- Use video/ be on camera
- Avoid multitasking
- Make "eye contact"
- Dress appropriately
- Speak clearly
- Listen
- Use first and last name only, no nicknames
- Participate in lessons via chat or respond orally, including responses to teacher questions
- Remain on the lesson websites/pages throughout the class (No YouTube or other sites allowed during class time.)

## **Home-Based School Expectations and Virtual Contact:**

Each home-based school has a virtual contact person. The Virtual Learning Option will communicate directly with this person to discuss any issues, problems, or concerns that might arise concerning your child. Parents will also be provided the contact information for the virtual contact at each school.

The home-based school is also responsible for state standardized testing and will contact the student and parent in regards to testing dates and responsibilities. ALL state testing is completed at the home-based school.

# How to Ensure Success

## General Tips for Parents

- Make sure that your child has a quiet, well-lit place to complete assignments.
- Avoid having your child complete their virtual work with the television on or in places with distractions, such as people coming and going.
- Make sure the materials that your child needs, such as paper and pencils, are available.
- Ask your child if special materials will be needed for some projects and get them in advance.
- Help your child with time management.
- Establish a set time each day for doing any work. Don't let your child wait to do the work until just before bedtime. Think about using a weekend morning or afternoon for working on big projects or long assignments.
- Be positive about their virtual work.
- Tell your child how important school is. The attitude you express about our program will be the attitude your child acquires.
- Show your child that the skills they are learning are related to things you do as an adult. If your child is reading, you read too. If your child is doing math, balance your checkbook.
- When your child asks for help, provide guidance, not answers. Giving answers means your child will not learn the material. Too much help teaches your child that "when the going gets rough", someone will do the work for him or her.
- When the teacher asks that you play a role in the virtual work, please do it.
- Cooperate with the teacher. It shows your child that school and home are a team. Follow the directions given by the teacher.
- If any virtual work is meant to be done by your child alone, stay away.
- Stay informed.
- Talk with your child's teacher. Make sure you know the purpose of the virtual class work and what your child's expectations are concerning the work.
- Let your child take a short break if he or she is having trouble keeping his or her mind on an assignment.
- If your child has been successful in virtual work completion and is working hard, celebrate that success with a special event (e.g., pizza, a walk, a trip to the park) to reinforce the positive effort.

## APPENDIX A

### Virtual Faculty and Staff Contact Information:

Kindergarten- 2nd grade	Sherry Schexnayder	<a href="mailto:sherry.schexnayder@tangischools.org">sherry.schexnayder@tangischools.org</a>	985-201-3977
3rd- 5th grade; Math and Science	Erica Thompson		985-201-4410
3rd- 5th grade; ELA and SS	Lauren Battalora	<a href="mailto:lauren.battalora@tangischools.org">lauren.battalora@tangischools.org</a>	985-201-4159
6th-8th grade: Math	Sherry Smith		985-474-1327
6th- 8th grade: Sci and SS	Natalie Moffett	<a href="mailto:natalie.moffett@tangischools.org">natalie.moffett@tangischools.org</a>	985-201-5607
6th -8th grade: ELA	Delta Morrison	<a href="mailto:delta.morrison@tangischools.org">delta.morrison@tangischools.org</a>	985-201-5197
High School ELA	Katie Burgess	<a href="mailto:katie.burgess@tangischools.org">katie.burgess@tangischools.org</a>	985-201-9514
High School Math/ Math Electives	Chasity Lindfors	<a href="mailto:chasity.lindfors@tangischools.org">chasity.lindfors@tangischools.org</a>	985-201-6486
High School Math/ Math Electives	Chaz Ladner	<a href="mailto:chaz.ladner@tangischools.org">chaz.ladner@tangischools.org</a>	985-201-6944
High School SS	Kenny Meyer	<a href="mailto:kenneth.meyer@tangischools.org">kenneth.meyer@tangischools.org</a>	985-201-6354
High School Science	Kimberly Boast	<a href="mailto:kimberly.boast@tangischools.org">kimberly.boast@tangischools.org</a>	985-201-6057
Middle and High School Electives	Jeff Sanchez	<a href="mailto:jeffrey.sanchez@tangischools.org">jeffrey.sanchez@tangischools.org</a>	985-201-6469
High School Electives	Jo Ladette Kerr	<a href="mailto:jo.kerr@tangischools.org">jo.kerr@tangischools.org</a>	985-201-6317
SPED Lead Teacher	Hunter Faunce	<a href="mailto:hunter.faunce@tangischools.org">hunter.faunce@tangischools.org</a>	985-201-6039
SPED Teacher K-8	Kimberly Ebarb	<a href="mailto:kimberly.ebarb@tangischools.org">kimberly.ebarb@tangischools.org</a>	985-201-5842
Secretary	Chelsea Doby	<a href="mailto:chelsea.doby@tangischools.org">chelsea.doby@tangischools.org</a>	985-277-5303
Coordinator	Shannon Nickens	<a href="mailto:shannon.nickens@tangischools.org">shannon.nickens@tangischools.org</a>	985-415-2410



## APPENDIX B

### Special Education Services:

The special education teachers can meet with students outside of their core classes in small groups or individual zooms depending on the need of the student for specialized instruction/interventions. The virtual program offers interventions for special education students through a program called Vizzle. Students who receive the accommodation of extended time will have a day and a half past the due date to turn in assignments. The text to speech accommodation is offered through an app extension on the chrome books called Read Write. This app will read all of the text on the page. The students are also able to have their On Course assessments/assignments read to them through the On Course software. Tracking folders for virtual learning students will be housed with the Virtual Learning Option. The Virtual SPED lead teacher will be responsible for writing IEPs. The virtual program will collaborate with general education teachers and provide instruction. Related services such as OT, PT or Speech will reach out to students to coordinate services virtually. An IEP team determination could be made and deem the Virtual Learning Option is not an appropriate platform for students. If this is the case, the student would be returned back to the home based school.

Accommodations include:

**Test Read Aloud-** There is an app on each Chromebook that will reach text, assignments, website, or other material aloud to students.

**Calculator Use-** There are built in calculators on every Chromebook.

**Extended Time-** This allows students extra time to complete tests and assignments. Extended time is defined as time and a half. Therefore, if an assignment is due on Wednesday, the student would have an extra day and half to complete the assignment.

**Small Group-** Students are offered intervention time, small group time, and office hours with each teacher daily.

**Repeated Directions-** All ZOOM classes are recorded and posted on the student agenda. This allows the student to watch and rewatch the lesson multiple times as needed.

**Modified Assignments-** Assignments are shortened based on individual student need and mastery of the objective.

## APPENDIX B (CONT.)

### 504 Services:

Tracking folders for virtual learning students will be housed with the Virtual Learning Option. The Virtual 504 lead teacher will be responsible for writing IAPs.

Students who qualify for accommodations or modifications via services outlined in 504 plans are provided with the tools necessary to be successful in the program.

Students identified as having a Section 504 Individual Accommodation Plan (IAP) are entitled to receive services and accommodations upon entry in the program. Plans are reviewed annually by parent, virtual program and homebase school teams.

Accommodations include:

**Test Read Aloud-** There is an app on each Chromebook that will reach text, assignments, website, or other material aloud to students.

**Calculator Use-** There are built in calculators on every Chromebook.

**Extended Time-** This allows students extra time to complete tests and assignments. Extended time is defined as time and a half. Therefore, if an assignment is due on Wednesday, the student would have an extra day and half to complete the assignment.

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**Modified Assignments-** Assignments are shortened based on individual student need and mastery of the objective.

# APPENDIX C

## Virtual Compact

### Virtual Learning Program Compact

The Virtual Learning Program, parents, and students agree that improved student achievement is a shared responsibility. The Virtual Learning Program and its parents will build and develop a partnership that will assist students in achieving proficiency.

<b>The Virtual Learning Program will:</b> <ul style="list-style-type: none"><li>Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the participating students to meet Louisiana's student academic achievement standards.</li><li>Communicate clear expectations.</li><li>Use research-based materials and methods.</li><li>Provide a positive and healthy learning environment for each student.</li><li>Address the individual needs of each student.</li></ul>	<b>The Parents will:</b> <ul style="list-style-type: none"><li>Ensure their child attends class regularly and is punctual and prepared to learn.</li><li>Check email!</li><li>Create an atmosphere that supports learning.</li><li>Encourage their child to demonstrate respect for school personnel, classmates, and school property.</li><li>Remain informed about their child's education.</li><li>Model respect by going to the teacher first regarding concerns.</li><li>Guarantee that any assignments are neat, complete, on-time and accessible.</li></ul>	<b>The Students will:</b> <ul style="list-style-type: none"><li>Come to class on time and be prepared to learn.</li><li>Attend homeroom each day.</li><li>Check email!</li><li>Obey all school and classroom rules.</li><li>Pay attention to their teachers, tutors, and family members and ask for help when needed.</li><li>Commit to learning and do their best work each day.</li><li>Submit assignments before or by the deadline.</li></ul>
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Student Signature: \_\_\_\_\_

Parent Signature: \_\_\_\_\_

Coordinator Signature: \_\_\_\_\_

## Appendix D

### Tangipahoa Parish School System

#### Virtual Learning Option 2023-2024 Virtual Contract

The Virtual Student Agrees To:

1. In absence of serious illness or other compelling reasons, maintain a 80% or better annual attendance record.
2. Maintain a passing grade in all subjects within the program.
3. Comply with the school system's Code of Conduct rules as contained in the Student Handbook.
4. Check and respond to emails.
5. Adhere to assignment deadlines.

Parent of the Virtual Student Agrees To:

1. Be involved in the Virtual program by actively overseeing my child's academic work, and supporting and attending school activities and parent-teacher conferences.
2. Checking and responding to emails, phones, or text messages.

A Virtual student who has excessive absences will be placed on probation for one semester. Students who do not meet attendance requirements after two consecutive semesters will be dismissed from the Virtual program.

A student may opt to return to his/her attendance zone school at the end of the first semester or at the end of the school year. This is done by completing an opt out form during the month of December. Notification of withdrawal at the end of the school year must be made via email to the coordinator of the program.

We understand that failure to comply with the expectations of this Agreement may result in a probationary period and/or immediate removal from the Virtual program. During a probationary period, the student will be closely monitored for grades and attendance. At the end of the nine week time period, the student's progress will be reviewed to determine if he/she has met the expectations of the program. If the student does not meet the expectations, the student will be dismissed from the Virtual Program and returned to the home based school.

_____ Virtual Student's Name	_____ Signature	_____ Date
_____ Virtual Parent/Guardian's Name	_____ Signature	_____ Date

Shannon Nickens, Virtual Learning Coordinator