

Richmond Community Schools

35276 Division * Richmond, Michigan 48062 * (586) 727-3565 * www.richmond.k12.mi.us

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**Richmond Early Childhood Learning Center
& Will L. Lee Elementary School**
68399 Forest
Richmond, Michigan 48062
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Richmond Middle School
35250 Division
Richmond, Michigan 48062
Keith Bartels, Principal

Richmond High School
35320 Division
Richmond, Michigan 48062
Andrew Kastl, Principal

VIRTUAL/ONLINE LEARNING AGREEMENT FORM

2020-2021 School Year

PLEASE PRINT:

First Name: _____ Grade: _____
Last Name: _____ Birthdate: _____
Address: _____ Telephone: _____
City: _____
Zip Code: _____

Welcome to the Richmond Community Schools' Virtual/Online Learning Program. We are looking forward to offering this unique opportunity for you and your child. Richmond Community Schools takes tremendous pride in providing this alternative learning experience for your child. Our staff is extremely dedicated to supporting you and your child during this process.

Richmond Community Schools' Expectations for Virtual/Online Students:

- Students are expected to be logged into *Microsoft Teams* on time for class.
- Students are expected to remain connected and engaged the entire class period.
- Students must understand that attendance is expected. If for any reason the student is absent from class, the parent/guardian of the student must contact the office to notify the school of the student's absence. It is the student's responsibility to make contact with his/her teachers to determine what content was missed during the student's absence.
- Students are expected to position themselves to ensure the laptop camera captures the student's image for the entirety of the class. Background visuals and noises should be kept to a minimum.
- Students are expected to adhere to the policies outlined in the Student Handbook.
- The taking of pictures, filming, or recording images of class content without permission, whether in-person or virtual, is a violation of the *Student Handbook* and subject to disciplinary action.

Guaranteed Learning for All Students!

- Students must immediately notify school personnel of any technical issues via email, online help form, or by telephone.
- Students must follow class schedules specified by the teacher.
- Students are required to utilize the online course learning management system specified by the teacher, which includes *Schoology*, *Microsoft Teams*, and *Performance Matters*, as well as participate in class discussion and activities following the instructions given by the teacher.
- Students are expected to be respectful to everyone in the classroom.
- Students and parents need to understand that all classes may be recorded, and microphones may be “live” at all times.
- Students are expected to be on-site to take Standardized Tests. Please contact your building principal with any questions or concerns.
- Unless an unforeseen circumstance occurs, parents/guardians and students opting for virtual instruction are required to commit to virtual/online learning for *at least* one full session, as listed below:

	<u>Register by:</u>	<u>Start</u>	<u>Finish</u>
Session 1:	09/08/20	09/08/20	10/02/20
Session 2:	10/02/20	10/05/20	11/06/20 (End of 1st Quarter)
Session 3:	11/06/20	11/09/20	12/11/20
Session 4:	12/11/20	12/14/20	01/22/21 (End of 2 nd Quarter)
Session 5:	01/22/21	01/25/21	02/26/21
Session 6:	02/26/21	03/01/21	04/01/21 (End of 3 rd Quarter)
Session 7:	04/01/21	04/12/21	05/07/21
Session 8:	05/07/21	05/10/21	06/11/21 (End of 4 th Quarter)

As a student enrolling in Richmond Community Schools’ Virtual/Online Instruction Option, I understand the expectations as a virtual student.

Student’s Signature

Date

As the parent/guardian of the above mentioned student, I am requesting the student be enrolled in Richmond Community Schools’ Virtual/Online Instruction Option, and I understand the expectations of my child. Furthermore, I understand that my child will remain in the virtual/online option unless a written request is received to move my child from virtual/online to in-person instruction.

Parent/Guardian’s Signature

Date

Return Virtual/Online Learning Agreement Form to:

**PAM DAILEY, COMMUNITY LIAISON, POWERSCHOOL AND PUPIL ACCOUNTING COORDINATOR
BOARD OF EDUCATION AND ADMINISTRATIVE OFFICES
35276 DIVISION
RICHMOND, MICHIGAN 48062**

Guaranteed Learning for All Students!