Student & Parent/Guardian Responsibility Contract

Admissions:
eCADEMY VIRTUAL HS is an APS School of Choice. There is no tuition required to attend. Because students come to us from various places, we require interested students to submit an application. When the number of applicants exceeds the available space, admission to eCADEMY VIRTUAL HS will be granted through a random selection process.

ECADAMY VIRTUAL HS is a School of Choice and does not provide student transportation or food services. Parents or students are responsible for transportation to and from school as well as to and from additional school requirements such as off-site activities, field trips, internships and dual-credit classes on a college campus. Parent/Guardian is responsible for student meals.

Communication:
Only through continuous communication can students be successful in an online course. It is essential that the student and instructor maintain regular contact and that the student work consistently in the course. Student and parent/guardian agree to maintain regular communication with the teacher and School.

Student Enrollment:
Continuation is given with the understanding that the student’s attendance, conduct, and effort (grades) will be satisfactory to the school, district and state standards. Students are required to attend lab sessions with our teachers, Monday - Thursday for three (3) hours each day. If issues arise in one or more of the above areas, the appropriate staff will identify and document the concerns, arrange for and document interventions for student success and communicate with parent/guardian. That fail to meet the attendance requirement, in any course, will be put on an academic contract and required to attend additional lab time every day Monday-Thursday. In the event those interventions are not successful, the student may be referred to a Leadership and Learning Review Committee to determine if this placement is the best one to meet the student’s needs.

Student Expectations:
- You will not engage in plagiarism in any form.
- You will not misuse content from the internet.
- You will not allow others to copy your work.
- Log in regularly: Monday-Friday.
- Spend at least 4-5 hours per class, every week working on assignments.
- Attend all required class meetings, activities, advisory, testing and science labs.
- Submit work by due dates or risk being withdrawn with a WF or a W on your transcript.
- Adhere to the APS Student Behavior handbook and Internet use agreement.
• Do not engage in cyber-bullying or academic dishonesty.
• Begin working in all your online classes from the first day of class.
• Finish all classwork by the end of the semester because there are NO extension for any reason.

**Plagiarism is defined as follows:** copying or using ideas or words (from another person, an online classmate, or an Internet or print source) and presenting them as your own. In order to maintain the integrity of all eCADEMY VIRTUAL HS grades, instructors may choose to facilitate random oral assessments and/or face-to-face exams. If an instructor confirms that a student has plagiarized work in any matter, the student will subject to consequences determined by the School Administration, and may be removed from the course with a failing grade.

**Internet Usage:**
As a member of Albuquerque Public Schools, eCADEMY VIRTUAL HS abides by all district rules and policies. In addition, eCADEMY VIRTUAL HS will have policies and procedures specific to the school culture, school norms, and the use of technology that must be followed. The following are violations of eCADEMY VIRTUAL HS Internet policy:

- Accessing inappropriate content (i.e. pornography).
- Accessing non-educational sites during class time.
- Using chat or Instant Messaging for non-school related purposes.
- Using eCADEMY VIRTUAL HS Internet connection to download files for personal use.

**Student Responsibility Statement:**
I understand that once enrolled in classes, courses may not be dropped or a WF will be issued. I acknowledge that I must login and begin work on the first day of class. I realize that I will be required to attend Initial Mandatory Meetings on campus for each course. Furthermore, I am required to take all final exams on campus, as well as attend all required school activities. Finally, I commit to attend all state and APS mandated testing, advisory and student-led conferences on campus at eCADEMY VIRTUAL. I understand that I must submit the required work on time per the due dates. I am expected to log in regularly and should work at home or anywhere with Internet access. I understand that for each online course there are a minimum number of assignments that must be completed each week and I should spend at least 4-5 hours a week (at minimum 30 hours a week) on each course. Failure to submit the required work may result in a failing grade being assigned to my academic transcript. If I fail to take the final exam on campus, I will be issued an “F” for my final exam grade. I have read and understand all of the above policies regarding eCADEMY VIRTUAL.

**ECADEMY VIRTUAL HS On-Line Learning Working Agreement**
I understand that I am expected to attend lab Monday - Thursday to work on my courses. If I am not able to access the Internet from home; I understand that it is my responsibility to access classes at School, Public Library, or other access point. If I fail to meet the attendance requirement, I will be placed on a written academic contract; requiring that I attend additional lab hours.

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Student Signature/Date                              Parent/Guardian Signature/Date