

## *Maryland Virtual Learning Opportunities Program*

### *MVLO Student Participation Agreement* 2006-2007 School Year

Only through continuous communication and effective time management can students be successful in an online course. The purpose of this agreement is to increase your understanding of the participation requirements of a MVLO course so you can be better prepared to maintain a regular schedule of logging on and keeping up with the course work.

Within each course the instructor outlines the weekly minimum work requirements. It is essential that you submit the work on time and that you and the instructor maintain in regular contact with each other. To ensure that our students and parents/guardians are aware of this commitment, the five-part process below will be followed:

1. After the first week (5 days) of the class if you do not submit the expected number of assignment(s), you, your parent/guardian, and the School Site Coordinator will receive a phone call and an email or letter notifying you and them of the unacceptable pace for submitting assignments and the need for you to submit overdue assignments.
2. If you do not respond by submitting assignments within five (5) days of this initial contact, the MVLO will assume that you do not intend to remain in the course and the MVLO Coordinator will contact the school to discuss whether you will be dropped from the course. The school will work with your parent/guardian to make this decision.
3. For any subsequent seven (7) day period if you do not submit the expected number of assignment(s), you, your parent/guardian, and the School Site Coordinator will receive an email or letter notifying you and them of the unacceptable pace for submitting assignments and a copy of your current grade.
4. If you do not respond to the email or letter by submitting assignments within four (4) days, the instructor will make a telephone call to the student, parent/guardian, and the School Site Coordinator.
5. Withdrawing from an online course must follow the same local school process as withdrawing from a regular course. Your local school system has standard operating procedures regarding when you must receive a withdrawal grade. The Local School Site Coordinator must inform the MVLO Coordinator of any course enrollment withdrawals **within 7 school days during the school year** and **within 2 school days during the summer** of the student's enrollment in the course in order not to be invoiced for the full course cost.
6. An official final grade report will be mailed to you, your parent/guardian, and the school upon completion of the course.

I understand that for each online course there are a minimum number of assignments that must be completed each week. Repeated failure to submit the minimum number of assignments on a weekly basis will result in my removal from the course and may result in a failing grade being assigned to my academic transcript. If I drop the course after completing 50% of the class requirements and fail to take the final exam, MVLO will issue a failing grade for my final grade.

Student signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/guardian signature: \_\_\_\_\_ Date: \_\_\_\_\_

School Name: \_\_\_\_\_

School Address: \_\_\_\_\_  
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