



Spring / Summer 2019

Dear Parent(s) and Student,

This letter is your official welcome to OLA for the 2019-2020 academic school year.
Congratulations!

On behalf of the OLA staff, I would like to welcome you to Colorado's oldest and most experienced online school.

Your online application provided us with your basic enrollment information, so now we only require a little more state and federal level paperwork.

Please return the enclosed enrollment documents, pages numbered 1 - 13, to OLA as soon as you can.

In our Welcome Back to School mailing, you will receive a **residency verification form (RVF)**. OLA needs to receive a properly dated and completed **RVF**. Receipt of a properly completed RVF is necessary to remain enrolled after Sept. 15, 2019.

Toward the end of July, you will receive an email with a link to the MVOLA information session. Please watch the information session as it will answer most of the questions you have about our school.

Please note that in this mailing, the documents paged 1 - 12 need to be completed by you and returned to us. Pages 13 and 14, please provide to the school from which you will be transferring (these documents notify them that they need to provide you, or us directly, your student's academic and immunization records).

On behalf of the OLA staff, congratulations on being chosen to attend Monte Vista On-Line Academy. We look forward to working with your family! I am honored to serve as your school director.

A handwritten signature in cursive script that reads "Rebekah Johnson".

Rebekah Johnson, Director

Monte Vista On-Line Academy

Students,

Please take a few minutes to answer the following OLA Student Interview Questions. (Don't stress - this is just to help us get to know you better!)

1- Why do you want to join OLA?

2- Do you have a favorite academic subject? What is it?

3- What are some of your hobbies or interests?

4- What experience, if any, do you have using computers (email, word processing, surfing the web, social media)?

5- What kind of books do you like to read?

6-To be successful as an online student, two things are particularly important: setting and following a schedule, and asking for help when needed. Tell us how you think you will do with those things?

7- What would you like your teachers to know about you?



Monte Vista School District 2019-2020 School Calendar

Adopted by Board of Education: 4/11/2019

Inspiring the Pursuit of
Excellence,
One Student at a Time!

August 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

September 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

October 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

November 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

December 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

January 2020

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Summary of Quarters

Quarter	Days	Days
1st Quarter	Aug 14—Oct 10	35 Days
2nd Quarter	Oct 14—Dec 19	36 Days
3rd Quarter	Jan 7—Mar 12	38 Days
4th Quarter	Mar 23—May 22	37 Days
Total Student Days		146 Days
Total Teacher Days — 159 Days (8 PLC Days, 3 work days, 2 P/T)		

School Attendance Dates

Classes Begin	Aug 14
DELTA Center Graduation	May 16
High School Graduation	May 23
Last Day of Classes	May 22

School Holidays/Intermissions

- Aug 5-8 Teacher Work Days (Teachers choose which 2 days to work during this week)
- Aug 12-13 Teacher Collaboration Days
- Aug 14 First Day of Classes
- Aug 16 School in Session
- Sept 2 Labor Day—No School
- Sept 6 School in Session
- Sept 20 Teacher Collaboration Day
- Oct 10 End of 1st Quarter
- Oct 11 Teacher Collaboration Day
- Nov 8 Teacher Collaboration Day
- Nov 15 Comp Day for P/T Conferences
- Nov 25-28 Thanksgiving Break
- Dec 19 End of 1st Semester
- Dec 23—Jan 6 Christmas Break
- Jan 6 Teacher Work Day
- Jan 7 Classes Resume
- Jan 10 Teacher Collaboration Day
- Feb 17 Presidents' Day—No School
- Mar 6 Teacher Collaboration Day
- Mar 12 End of 3rd Quarter
- Mar 16-19 Spring Break
- Mar 27 Comp Day for P/T Conferences
- May 1 Teacher Collaboration Day
- May 22 Last Day of Classes

- First day/Last day of classes
- ★ End of Quarter
- ★ Teacher Work Day
- ▲ Comp Day for P/T Conf
- Parent/Teacher Conferences
- No School
- Teacher Collaboration Day
- Non-Eligible Leave Day—*Staff will be docked if absent.

Staff members are prohibited from taking personal leave days on the day before or the day after any scheduled holiday or break (including the first and last student days.) If leave is taken on any of these days the employee's pay will be docked in the amount equal to one day's salary. However the employee may appeal to the District Leave Appeal Committee.

On rare occasions Teacher Collaboration Days may be rescheduled.

February 2020

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

March 2020

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

April 2020

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

May 2020

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

June 2020

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

July 2020

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Monte Vista On-Line Academy

Enrollment Packet Table of Contents

Documents to be Returned to OLA

<u>Page</u>		<u>Document</u>	<u>Description</u>
N/A	<input checked="" type="checkbox"/>	Online Application	Already completed. Provided initial application information.
1	<input type="checkbox"/>	Home Language Survey	State & federal requirement; helps OLA identify and serve ELL students. <u>Please complete and return.</u>
2	<input type="checkbox"/>	Race & Ethnicity Survey	State & federal requirement; monitors schools for discrimination. <u>Please complete and return.</u>
3-4	<input type="checkbox"/>	Economic Survey	The state requires this information to identify families eligible for economic assistance such as free and reduced food programs. If this does not apply to you, please write N/A on it. <u>Please complete and return.</u>
5	<input type="checkbox"/>	Residence Survey	This helps OLA identify families that may be homeless and eligible for assistance through the McKinney-Vento Assistance Act. <u>Please complete and return to OLA.</u>
6-7	<input type="checkbox"/>	Chromebook Contract	Acknowledges you've read and agree to internet access conditions. <u>Please complete and return to OLA.</u>
8-10	<input type="checkbox"/>	Performance Contract	Acknowledges you've read and agree to important school information. <u>Please complete and return.</u>
11-12	<input type="checkbox"/>	Acceptable Use Agreement	Acknowledges you've read and agree to the Monte Vista School District's acceptable use agreement. <u>Please complete and return.</u>
13	<input type="checkbox"/>	Transcript (<i>Grades 9-12</i>)	Needed for high school student planning and scheduling. Unofficial copies are fine. <u>Request a copy from your current school and include it with this packet.</u> We will request official records directly from the school at a later time.
14	<input type="checkbox"/>	Immunization Records	State law requires schools maintain documentation to demonstrate either current immunizations are current or have a signed statement of exemption from the parent. <u>Please include a copy of the student's current immunization record or a statement of exemption.</u>

PLEASE RETURN Pages 1 - 14 to OLA

Continued on back

 **Monte Vista On-Line Academy**
Enrollment Packet Table of Contents

Mail:	MVOLA 345 East Prospect Ave. Monte Vista, CO 81144
Fax:	719-852-2234
Email attached scans:	tishd@monte.k12.co.us

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Fax:	719-852-2234
Email attached scans:	tishd@monte.k12.co.us

Monte Vista On-Line Academy

Home Language Survey

To Be Completed by Parent or Guardian:

Student Name: _____ Date of Birth _____
Last First Middle Mo. / Day / Yr.

Parent(s) or Guardian(s): Please answer the questions below accurately and completely. This information is necessary to provide the most appropriate placement and instruction for your child and will not be used for any other purposes. Thank you for your cooperation.

1. What was the first language that this student spoke? _____

2. Is there a language other than English spoken in the home? NO YES

If yes, which language(s)? _____

3. Does the student speak a language other than English? NO YES

If yes, which language(s)? _____

In which language do you prefer to receive communication from the school? _____

Parent or Guardian Signature / / _____
Date Print Name

Monte Vista On-Line Academy

Race & Ethnicity Survey

To Be Completed by Parent or Guardian:

Student Name: _____ Date of Birth _____
Last First Middle Mo. / Day / Yr.

Part A. **Is this student Hispanic/Latino?** (choose only one)

- No, **not Hispanic/Latino**
- Yes, **Hispanic/Latino** A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.

The above part of the question is about ethnicity, not race. **No matter what your selected in Part A above, please provide an answer to Part B** by marking one or more boxes below to indicate what you consider your child's race to be.

Part B. **Which of the following groups describe the student's race?** (choose one or more)

- American Indian or Alaska Native.** A person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.
- Asian.** A person having origins in any of the original peoples of the Far East, Southeast, Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
- Black or African American.** A person having origins in any of the black racial groups of Africa.
- Native Hawaiian or Other Pacific Islander.** A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
- White.** A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

Parent or Guardian Signature

_____/_____/_____
Date

Print Name

Monte Vista School District
Monte Vista On-Line Academy
Family Economic Data Survey Instructions

If you, or someone in your household receives SNAP (Supplemental Nutrition Assistance Program, TANF/CO Works (Temporary Assistance for Needy Families; State Diversion or Basic Cash Assistance) or FDPIR (Food Distribution Program on Indian Reservations), follow the instructions listed below:

STEP 1: List all students first and last names; Check the box if student does not have income. Optional: Provide date of birth and grade.

STEP 2: List a case number if you or someone in your household participates in SNAP, TANF or FDPIR

STEP 3: Skip.

STEP 4: Sign the survey. Optional: Provide contact information for purposes of receiving eligibility notification.

STEP 5: If you **do not want your information shared** with Medicaid/SCHIP and/or school/district programs, you must complete this step.

Optional: Complete the Children's Racial and Ethnic Survey on the back of the survey.

If you are applying for a Foster Child, a student that qualifies for your districts Head Start program or is a Runaway, Homeless or Migrant student, follow the instructions listed below:

STEP 1: List all students first and last names; Check the box if student does not have income. Optional: Provide date of birth and grade.

Check the appropriate box if the student is a Foster Child, Head Start, Runaway, Homeless or Migrant.

STEP 2: Skip.

STEP 3: Skip.

STEP 4: Sign the survey. Optional: Provide contact information for purposes of receiving eligibility notification.

STEP 5: If you **do not want your information shared** with Medicaid/SCHIP and/or school/district programs, you must complete this step.

Optional: Complete the Children's Racial and Ethnic Survey on the back of the survey.

If you are applying based of income eligibility or you are applying based on income and other source categorical eligibility (i.e. Foster Child, Head Start, Runaway, Homeless or Migrant), follow the instructions listed below:

STEP 1: List all students first and last names; Check the box if student does not have income. Optional: Provide date of birth and grade.

Check the appropriate box if the student is a Foster Child, Head Start, Runaway, Homeless or Migrant.

STEP 2: Skip this part.

STEP 3:

A. **Student Income:** Report the combined gross income (before taxes and other deductions) for ALL students' listed in Step 1 in your household in the box marked "Student Income." Only count foster children's income if you are applying for them together with the rest of your household. It is optional for the household to list foster children living with them as part of the household. Refer to "Sources of Income for Students at the bottom of this page.

B. **All Other Household Members (including yourself):** Print the name of each household member in the boxes marked "Names of Other Household Members." Do not include people who live with you but are not supported by your household's income and do not contribute income to your household. Do not list any household members you listed in STEP 1. If a student listed in STEP 1 has income, follow the instructions in STEP 3, part A.

Report Gross Income (total income before taxes and deductions) for each Household Member:

- *Earnings from work:* example: See "Earnings from Work" below. If you are paid \$500.00 bi-weekly, please record \$500.00 in the income blank and mark the bi-weekly check box. If you do not normally receive over-time pay, do not include in your reported income.
- *Income from Public Assistance/Child Support/Alimony:* See "Public Assistance/Child Support/Alimony" below. List the total amount each person received from **any public assistance programs (do not include income from SNAP, TANF or FDPIR), child support or alimony**. For example: If you receive \$500.00 monthly for child support, please record \$500.00 in the income blank and mark the monthly check box.
- *Pensions/Retirement/All Other Income:* See "Pensions/Retirement/All Other Income" below. Report net income for self-owned business, farm, or rental income. Report gross income for pension or retirement income. Next to the amount, check how often the person receives it. If you are in the Military Housing Privatization Initiative, do not include this housing allowance.

Report total household members. The total must equal all names listed on the survey.

STEP 4: Sign the survey. Optional: Provide contact information for purposes of receiving eligibility notification.

STEP 5: If you **do not want your information shared** with Medicaid/SCHIP and/or school/district programs, you must complete this step.

Optional: Complete the Children's Racial and Ethnic Survey on the back of the survey.

Monte Vista School District (Monte Vista On-Line Academy) 2019-2020 Family Economic Data Survey

Complete one survey per household. Please use a pen (not a pencil).

STEP 1 List all student's attending Monte Vista On-Line Academy (if more spaces are required for additional names, attach another sheet of paper)

Student's First Name	MI	Student's Last Name	No. in Income	Birth Date	Grade	Poster Head	Child Start	Runaway Homeless Migrant

Check all that apply:
Read
Federal Economic Data
Survey
Application Instructions for more information.

STEP 2 If household members (including you) currently participate in one of the following assistance programs: SNAP, TANF, or FDIPIR list the case number below.

Supplemental Nutrition Assistance Program (SNAP), Temporary Assistance for Needy Families (TANF/Colorado Works – Basic Cash Assistance or State Diversion), or Food Distribution Program on Indian Reservations (FDPIR). **Provide case number and skip to Step 4.**

STEP 3 Report income for ALL household members (Skip this step if you provided a case number in STEP 2)

A. Student Income

Please include the **TOTAL** income, if any, received by all students' listed above.

Student Income

How Often? Weekly Bi-Weekly 2x/Month Monthly Annually

B. All Other Household Members (including yourself)

List all other household members not listed in Step 1 (including yourself) even if they do not receive income. For each household member listed, if they do receive income, report **TOTAL GROSS (BEFORE TAXES AND OTHER DEDUCTIONS)** for each source in whole dollars (no cents) only. If they do not receive income from any source, write '0'. If you enter '0' or leave any fields blank, you are certifying that there is no income to report.

Names of Other Household Members (First and Last)	Earnings from Work	How Often?				Public Assistance/Child Support/Alimony	How Often?				Pensions/Retirement/All Other Income	How Often?						
		Weekly	Bi-Weekly	2x/Month	Monthly		Annually	Weekly	Bi-Weekly	2x/Month		Monthly	Annually	Weekly	Bi-Weekly	2x/Month	Monthly	Annually
	\$	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	\$	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	\$	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	\$	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	\$	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	\$	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	\$	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	\$	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	\$	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	\$	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	\$	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	\$	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Total Household Members (Students' and Adults)

STEP 4 Contact information and adult signature. Mail signed and completed application to: 345 East Prospect Avenue, Monte Vista, CO 81144

I certify (promise) that all information on this survey is true and that all income is reported. I understand that this information is given in connection with the receipt of Federal, State, and/or Local Education Program funds, and that school officials may verify (check) the information. I am aware that if I purposely give false information, my children may lose access to waivers of fees and the district/school may lose funding, and I may be prosecuted under applicable State and Federal laws.

Mailing Address or PO Box

Apt. # or Lot #

City CO

Zip Code

Email Address

Signature of Adult Household Member

Printed First and Last Name of Signer

Today's Date

STEP 5 Release of Information

The information provided on this survey will be used in conjunction with state educational programs and may be shared with Medicaid or State Children's Health Insurance Program (SCHIP) offices to seek enrollment of children into the above programs. Also, if your students qualify, this information may be shared with the school/district for the purpose of waiving certain school/district program fees that your children might otherwise be required to pay. The school/district is not permitted to share your information with anyone else. You are not required to consent to the release of your information; this will not affect your student(s)' eligibility for school meals. Your information **WILL** be shared unless you check one of the boxes below:

Do NOT share my information with any programs

Do not share my information with the programs I have checked:

Medicaid/SCHIP

DISTRICT USE ONLY. DO NOT WRITE BELOW THIS LINE.

Annual Income Conversion: Weekly x 52; Bi-Weekly x 26; 2 Times per Month x 24; Monthly x 12

Survey Type:

Total Household Income: \$ _____ Household Size: _____
Household Income Frequency - Weekly Bi-Weekly 2x/Month Monthly Annually

Categorical Eligibility - SNAP FDIPIR TANF Foster
 Homeless/Migrant/Runaway/Head Start

Survey Status:

Approved - Free Reduced

Denied - Over Income Guidelines Incomplete/Missing: _____

Notes: _____

Determining Official Signature: _____

Approval/Denial Date: _____

Notification Sent: _____

Monte Vista On-Line Academy

Residence Survey

Your child may be eligible for additional educational services through Title I Part A, Title I Part C-Migrant, and/or Federal McKinney-Vento Assistance Act. Eligibility can be determined by completing this questionnaire.

1. Presently, are you and/or your family living in any of the following situations?

Check all that apply.

- A. Staying in a shelter (family shelter, domestic violence shelter, youth shelter,) or FEMA trailer
- B. Waiting for foster care placement
- C. Sharing the housing of others due to loss of housing, economic hardship or similar reason
- D. Living in a car, park, campground, abandoned building, or other inadequate accommodation
- E. Temporarily living in a motel or hotel due to loss of housing, economic hardship or similar reason
- F. Living alone as a minor student(s) without an adult (unaccompanied youth)

If you checked of any box above please complete the remainder of this form. If you did not check any box above. STOP. you do not need to complete this form.

2. Please list all children currently living with you.

First Middle Last	M/F	Birthday	Grade	School

The undersigned parent/guardian certifies that the information provided above is accurate.

Print Parent/Guardian Name

Signature

Date

Phone Number, Email, Street Address, Any Available Contact Information

Your children have the right to:

- ✓ Continue to attend school regardless of housing circumstances.
- ✓ Receive the same special programs and services, if needed, as provided to all other children served in these programs.

The McKinney Vento Homeless Assistance Act and the MVSD Board of Education Policy JFABD ensure the educational rights above for students who are homeless. This policy can be viewed online at www.monte.k12.co.us.

Monte Vista On-Line Academy

Chromebook Contract

I have read and understand this entire Chromebook contract including the “fine print” on the reverse side of this document. I choose the following option below for my student to access the internet to do school-work (choose either Option A or Option B):

- Option A.** My student has her/his own computer, he/she can access the internet, and **I do not want to loan a Chromebook from OLA.** I agree to maintain internet access for my student throughout the 2018-2019 academic school year.

OR

- Option B.** I have wireless internet access at home and I would like OLA to provide a Chromebook with wireless internet accessibility. I have read and agree to the conditions as described below and on the reverse side of this agreement:

-If you chose Option B, choose either Option B.1. or Option B.2.-

- Option B.1.** I have chosen to loan a Chromebook from OLA, and I have included a deposit of \$40 in the form of a personal check or money order made out to Monte Vista On-Line Academy. This deposit will be paid-back to you upon the Chromebook being returned to OLA.

OR

- Option B.2.** I have included the economic survey and qualify for waiving the \$40 deposit necessary to loan a Chromebook. I acknowledge that even though the deposit fee may be waived, I am still responsible for paying for repairing any damage to the Chromebook, including full replacement costs (\$250).

Parent/Guardian Signature

Date

**Those choosing Option A are done with this Chromebook Contract.
Those choosing Option B, please read & sign the reverse side of this contract.**

Chromebook Contract

For OLA families choosing Option B, OLA is pleased to loan students a Chromebook for educational purposes; **to be eligible to loan a Chromebook, a parent must agree upon the following conditions:**

1. **OLA will loan a Chromebook to a student upon receipt of a \$40 deposit;** this deposit will be paid back to the loanee, upon the Chromebook being returned to OLA.
2. The Chromebook will have wireless accessibility and will be able to connect to a home wireless internet network; **the parent is responsible for providing wireless home internet service.**
3. **If the student disenrolls from OLA, or if OLA disenrolls the student, the Chromebook must be returned to OLA in working condition, within one calendar month. If the Chromebook, \$250, or a payment plan is not set-up with OLA within one month of disenrollment, the Chromebook will be reported to law enforcement as stolen.**
4. **Any repairs needed for the Chromebook must be done through OLA** (do not take the Chromebook to a third party for repair). Repairs the result of factory issues, OLA will cover. Repairs the result of misuse or neglect will be the responsibility of
5. **The student and/or parent/guardian assume responsibility for any damage caused by misuse or neglect, even if it is accidental.** Chromebooks are very sensitive to moisture and to being dropped; these two events are the leading cause of having to replace Chromebooks.
6. **OLA prepares each netbook in advance with an “image” – a set of needed software, security, and web-filtering programs pre-installed.** Having the Chromebook re-imaged by a third party (or doing that yourself) is not permitted. Security, apps, and web-filtering for Chromebooks are managed remotely through our management console, and require no maintenance on the user end.
7. **When returning a Chromebook to OLA, it should be carefully packed in its original box for shipping.**
8. **The parent/guardian is responsible for shipping costs when returning a Chromebook to OLA;** OLA will pay shipping costs when sending a Chromebook to a student.
9. If you will be traveling with your Chromebook, **you are strongly urged to buy a protective case** to reduce the chance of accidental damage.

Parent/Guardian Signature

Date

Monte Vista On-Line Academy

Performance Contract

Introduction

Monte Vista School District C-8 offers the On-Line Academy (OLA) as an accredited state-certified Colorado public school option for student in grades 4-12. The program provides unscheduled and asynchronous instruction in a complete education program. High school students satisfactorily completing the required courses can earn a fully accredited high school diploma.

OLA utilizes current technology to support teachers in delivering instruction. While technology provides the means of delivering the courses, the essential relationship between the student and the teacher is still emphasized.

Our unscheduled and asynchronous approach allows students to move quickly through coursework, while having the time to fully learn the material. This flexibility allows students to tailor their education to their unique circumstances without sacrificing a quality education.

The flexibility we provide does impose additional challenges on the student and parent. This contract is designed to help the student and parent negotiate these challenges, as well as it clearly spells out program expectations for all parties.

Legal Requirements

Colorado Revised Statutes (CRS) mandate that online students comply with the compulsory attendance law. See CRS 22-33-104 and 104.6. The law requires that online students must be progressing on a regular basis toward assigned work. OLA establishes the minimum progress a student can make on the Student Academic Plan. Students not meeting the progress requirements as described on the SAP are not in compliance with Colorado's Compulsory Attendance Law. In the case of OLA, this progress requirements equate to passing a minimum of two out of four core content classes (language arts, mathematics, science, social studies).

To assist the On-Line Academy and the student in meeting these legal requirements, we have developed this Performance Contract. This is a good faith agreement establishing what the performance expectations are for the On-Line Academy, the student and the student's parents or legal guardians

Monte Vista On-Line Academy

Performance Contract

Teacher Responsibilities:

1. Put forth their best effort to maintain high ethical and professional standards as professional educators in meeting the needs of their students.
2. Regularly pursue staff development opportunities to keep up with the rapid changes in education and technology in the 21st Century.
3. Provide quality Standards Based content and focus on improving each student's individual achievement.
4. Establish clear expectations for students, with the intent that these expectations be individualized and challenging but achievable with genuine effort on the part of the student.
5. Help students establish clear timelines, with the intent that these timelines would take into account the needs of the student and family.
6. Be in contact with their students and parents on a regular basis as needed to meet the student's educational needs.
7. Respond to parent or student emails and phone calls expeditiously, with the understanding that less than 24 hour response time is the goal for parent calls and student help/information requests made between Monday morning and Thursday afternoon.
8. Provide clear and prompt progress reports at the end of the quarter and semester as designated in the school calendar.
9. Grade student work carefully, objectively and in a timely manner. Homework will be treated with respect and recognized as the student's representation of their learning. The goal is that student work will be graded and recorded within 48 hours of receipt. Some work, however, such as major projects, papers or essays may take longer.
10. Regularly assess student progress and every two weeks, at Response to Intervention meetings, report concerns about individual student progress to the Director.

Director Responsibilities:

1. Respond to the needs of parents, teachers, and students consistent with the procedures of the program, policies of the Board of Education, rules of the Department of Education and State Board of Education, state and Federal laws and the Constitution of the United States.
2. Establish and maintain a clear system of reviewing the academic standing of all students.
3. Place students on Academic Probation when there is a serious deficiency in meeting program requirements as outlined in parent and student responsibilities.
4. If Academic Probation deficiencies are not corrected within one academic quarter, the student will be disenrolled from the program.
5. Maintain an ongoing process of teacher training and program up-grades to provide the best possible educational opportunities for OLA Students.

Performance Contract

Student Responsibilities:

1. Pursue educational assignments with the direction and assistance of teachers.
2. Satisfactorily complete weekly work.
3. Establish and maintain a study area and a regular schedule of studies.
4. Communicate regularly with all teachers by email and/or telephone.
5. Ask for help whenever you have an assignment you do not understand or cannot complete.
6. High school students, monitor progress towards graduation requirements of the program.
7. Comply with district plagiarism and copyright policies.

Student Signature

Date

Parent Responsibilities:

1. Supervise the student.
2. Acknowledge that parents are ultimately responsible for student program success.
3. Regularly monitor the educational progress of the student and intervene as needed to ensure timely completion of assigned tasks.
4. Cooperate with teachers keeping clear channels of communication open. This includes establishing, maintaining, and regularly checking an email account, and being readily accessible by telephone.
5. Notify teachers whenever there are significant developments in family status, schedule, or life events which will affect the educational performance of the student.
6. Be clear and direct in expressing educational concerns to their child's teachers, and to refer unresolved concerns to the program director.
7. Return loaned materials promptly on completion of use.

Parent/Guardian Signature

Date

Monte Vista On-Line Academy

Acceptable Use Agreement

Monte Vista School District Board Policy

File: EHC*-E

Student Use of the Internet (Acceptable Use Agreement)

In order to provide for the appropriate use of the Internet in keeping with Board of Education policy, the following "Acceptable Use Agreement" has been developed. (A copy of this agreement will be distributed to students and parents for signature before a student is issued an Internet account.)

Terms and Conditions

All computers having Internet access must be used in a responsible, efficient, ethical and legal manner. Failure to adhere to this Agreement will result in revocation of access privileges.

1. Acceptable use: The use of your Internet account must be consistent with the educational objectives of the Monte Vista School District. Transmission of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to:
 - a. copyrighted material
 - b. threatening or obscene material
 - c. material protected by trade secret

2. Privilege: The use of the Internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The system administrators will deem what is inappropriate use and that decision is final. The system administrators may close an account at any time, as required. The administration, faculty and staff may request the system administrator to deny, revoke or suspend specific user accounts.

3. No warranty: The Monte Vista School District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The Monte Vista School District will not be responsible for any damages you suffer in using the Internet. This includes loss of data resulting from delays, non-deliveries, mis-deliveries or service interruptions. Use of any information obtained via the Internet is at your own risk. The Monte Vista School District specifically denies any responsibility for the accuracy or quality of information obtained through this service.

4. Security: Security on any computer system is a high priority, especially when the system involves many users. If you feel you can identify a security problem on the Internet, you must notify a system administrator. Do not demonstrate the problem to other users. Do not use another individual's account without written permission from that individual. Attempts to log on to the Internet as a system administrator will result in cancellation of user privileges. Any user identified as a security risk, or as having a history of problems with other computer systems, may be denied access to the Internet.

5. Vandalism: Vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the Internet, or any agencies or other networks that are connected to the Internet. This includes, but is not limited to, the uploading or creation of computer viruses.

6. Unauthorized costs. Students are prohibited from accessing fee services via the Internet. If such services are accessed, the student will be responsible for any fee or cost involved.

7. Electronic mail. Users of district e-mail systems are responsible for appropriate use. All illegal and improper uses of the electronic mail system are prohibited. Electronic messages are not for private or confidential matters and there is no guarantee of privacy or confidentiality in their use.

Monte Vista On-Line Academy

Acceptable Use Agreement

Internet Use Agreement. I have read the Student Use of the Internet (Acceptable Use Agreement). I understand that this access is designed for educational purposes and that Monte Vista School District has taken precautions to eliminate access to inappropriate material through the use of a web filter installed on all school issued computers. I also recognize, however, that it is impossible for the Monte Vista School District to restrict access to all controversial materials and I will not hold the District responsible for materials acquired on the network. **Further, I accept full responsibility for supervision if and when my child's use is not school related.** I hereby give permission for Monte Vista School District to issue an account for my child.

Parent/Guardian Signature

Date

***NOTE:**

Please provide the next two pages of the enrollment packet (pages 13 & 14) to your current school.

These documents inform them that your student is transferring to OLA.

The school can provide you these records that you can then include, OR you can request that the school provide us these records directly via fax.

Pages 15+ of the enrollment packet are yours to keep as copies.

THANK YOU!



Dear Parent(s) and Student,

Thank you for enrolling with the Monte Vista On-Line Academy (OLA). To make enrollment official, as well as aid in creating a student academic plan (SAP) and scheduling proper classes, OLA asks that you complete and provide this form to your current school. Once you have provided this form to your current school, they will fax records directly to us, so you have completed this step. Thank you!

TRANSFER OF SCHOOLS NOTIFICATION / RECORDS REQUEST

Date: _____

Date of Expected Last Attendance at Current School: _____

Date of Expected First Attendance at Monte Vista On-Line Academy: _____

Name of Student: _____

Date of Birth: _____

Attended your school during the approximate years of: _____

Printed Name of Parent Requesting Records: _____

Signature of Parent Requesting Records: _____

- At your earliest convenience, please FAX (or mail) the following records needed to complete the student's file:
 - Current transcript
 - Immunization records
 - If applicable, IEP / 504 records
 - Any other pertinent information

Thank you,

Rebekah Sparks, Director



Dear Parent(s) and Student,

Thank you for enrolling with the Monte Vista On-Line Academy (OLA).

A legal requirement for attending public schools in the state of Colorado is that students demonstrate they are up to date with immunizations.

When you request that records are forwarded from your current school, immunization records should be included, so this will take care of complying with state statutes.

For students transferring to OLA from homeschools or other institutions that may not have immunization records on file, please provide OLA a copy of your student's immunization records, or please request a copy of immunization records from your family doctor.

Thank you,

A handwritten signature in cursive script that reads "R. S. Johnson".

Rebekah Johnson, Director

