

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 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 to OLA.</u>
2	<input type="checkbox"/> Race & Ethnicity Survey	State & federal requirement; monitors schools for discrimination. <u>Please complete and return to OLA.</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 to OLA.</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 to OLA.</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 to OLA.</u>
13	<input type="checkbox"/> Transcript (Grades 9-12)	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 before May 31, 2018

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

PLEASE RETURN Pages 1 - 14 to OLA before May 31, 2018:

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

Informational / Record Keeping Documents
to be Kept & Do Not Need to be Returned to OLA:

<u>Page</u>	<u>Document</u>	<u>Description</u>
15	Monte Vista School District School Year Calendar	Informational, does not need to be returned.
16-17	Race / Ethnicity Survey Information	Informational, does not need to be returned.
18-21	Economic Survey Instructions	Informational, does not need to be returned.
22-23	Chromebook Contract Copy	Record keeping, does not need to be returned.
24-26	Performance Contract Copy	Record keeping, does not need to be returned.
27-28	Acceptable Use Agreement Copy	Record keeping, does not need to be returned.
29-30	Immunizations Information	Informational, does not need to be returned.

 **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 2018-2019 Family Economic Data Survey

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

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

Student's First Name	MI	Student's Last Name	No. Income	Birth Date				Grade	Foster Child	Head Start	Runaway	Homeless	Migrant
				M	D	Y	Y						

Check all that apply. Read How to Apply for Free and Reduced Price School Meals for more information.

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

SNAP Case Number _____ TANF Case Number _____ FDPIR Case Number _____

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.

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	Pensions/Retirement/All Other Income	How Often?												
		Weekly	Bi-Weekly	2x Month			Monthly	Annually	Weekly	Bi-Weekly	2x Month	Monthly	Annually						
\$																			
\$																			
\$																			
\$																			

Total Household Members (Students' and Adults)

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

"I certify (promise) that all information on this application is true and that all income is reported. I understand that this information is given in connection with the receipt of state funds, and that school officials may verify (check) the information. I am aware that if I purposely give false information, my children may lose meal benefits, and I may be prosecuted under applicable State and Federal laws."

Mailing Address or PO Box _____ Apt. # or Lot # _____ City _____ State _____ Zip Code _____ Email Address _____

Phone _____ Printed First and Last Name of Signer _____ Today's Date _____

STEP 5 Release of Information

The information provided on this application 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 are eligible to receive free or reduced price meals this information may be shared with the school/district for the purpose of waiving certain school/district program fees that your child(ren) 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 Medicaid/SCHIP List: _____
- Do not share my information with the programs I have checked:

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

Application 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

Application 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 and submit the other enrollment documents. 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.

Monte Vista On-Line Academy

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.

 **Monte Vista On-Line Academy**
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

Acceptable Use AgreementMonte Vista School District Board PolicyFile: 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



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,

Kevin Wright, 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.

More information about immunization laws can be found on pages 29 & 30 of this enrollment packet.

Thank you,

A handwritten signature in black ink that reads "Kevin G. Wright".

Kevin Wright, Director

