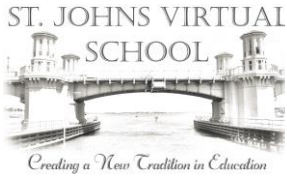


## St. Johns Virtual School 2016 - 2017 Agreement Form



**Directions:** Please complete and read this entire agreement form and then copy and paste it into an email addressed to your teacher(s) within two business days. Be sure to use the CC line in your email to copy your parents on your email.

### Student Contact Information

Student Name: \_\_\_\_\_ 2016-2017 Grade Level: \_\_\_\_\_

Current School: \_\_\_\_\_ Guidance Counselor: \_\_\_\_\_

Student Cell Phone: \_\_\_\_\_ Student Home Phone: \_\_\_\_\_

Parent Cell Phone: \_\_\_\_\_ Parent Home Phone: \_\_\_\_\_

Parent Email Address: \_\_\_\_\_

I am taking (course) \_\_\_\_\_ for (reason): \_\_\_\_\_

Credit Recovery     School Credit     Acceleration     Other: (Please list reason)

If taking Civics, Algebra 1, Geometry, Algebra 2, Biology, or US History: My parents and I both understand that I am required to take an End of Course exam for this course at my zoned school. The exam may count up to 30% of my final grade for the course. I am required to notify my school's testing coordinator of my need to take the test.

#### **Please verify that your Virtual School Administrator account...**

- is updated with a student phone number and email address.
- is updated with at least one parent/guardian phone number and email address.
- that your current school name and guidance counselor is updated

Dear Student,

It is our pleasure to be working with you to assist you with reaching your academic goals. Your SJVS teacher will work closely with you to assist you in completion of your segment (semester) or course (2 semesters). Each course has a detailed pacing chart to help you stay on track and complete your course in a timely manner.

Please take a few minutes to carefully read and acknowledge our SJVS Virtual Agreement on the next page by completing the information at that top of this document and email to your teachers(s) verifying that you have read and understand the information given to you.

If you need any assistance, please feel free to contact us. We look forward to a wonderful school year working with you!

Sincerely,  
*The St. Johns Virtual School Team*

### By emailing this form to your instructor, you are agreeing to the following:

I acknowledge that during the first 28 days of being activated into my SJVS course I may drop the course without penalty. I understand that for each online course there are a minimum number of assignments that must be completed each week according to the course specific pace chart. Though I can learn at my own pace, “any pace” still means that I must make progress in the course every week. Failure to submit the minimum number of assignments on a weekly basis may result in my removal from the course. If I have a family emergency or medical issue that prohibits me from working, I need to have my parent/guardian contact my teacher(s) immediately.

Access to a computer and the internet is a *requirement* for my course, and if I lose access in my home, I understand that I need to temporarily make arrangements to use a public access point. I understand that if the technology issues prevent me from following my pacing guide, I will need to report the problem to my teacher(s). I realize that if I am withdrawn or choose to drop the course after completing the grace period, my transcript will reflect a WF or WP based on my grade in the course upon withdrawal.

**I have copied a parent or guardian on this email.**

### By emailing this form to your instructor, you acknowledge that you understand and agree to the following Academic Integrity policies and procedures:

#### **Academic Integrity:**

Academic Integrity is one of our core values and one of the most important areas of focus as a learning organization. Students with Academic Integrity make decisions based on ethics and values that will prepare them to be productive and ethical citizens. St. Johns Virtual School and its curriculum providers take the subject of academic integrity seriously. Teachers use a variety of monitoring tools:

1. Turnitin.com: This Internet tool compares student work against a variety of databases. Our learning management systems are integrated with Turnitin.com, and most work is automatically uploaded to the system. This database compares student work against work found on the Internet.
2. Academic Integrity Database: Florida Virtual School maintains its own database of student integrity incidences. This database is used to monitor the number of student integrity issues. Incidents in St Johns Virtual School courses are logged within this database and our own database, as well.
3. Discussion Based Assessments: Each teacher regularly conducts discussion-based assessments with his or her students. These conversations occur at specific intervals as well as randomly in a course and are included in the assessment component of each course. The teacher discusses individual student work and extends the conversation to allow the student to demonstrate mastery of the content and to verify the authenticity of the student’s work.
4. Proctored Exams: Per St. Johns County School District Policy, all virtual course end of segment exams are required to be proctored by a school district employee. Students will need to contact their home zoned school or St. Johns Virtual School to schedule a date and time to come in to take the exam. Please note: The use of online world language translators for world languages classes is strictly prohibited. You may however, bring in your own handwritten notes to the proctored exam. Please note that teachers are not allowed to provide the student or parent with the proctored test exam code. All test coordinators at each school will have this information and will use it to allow student’s access to exams.
5. Academic Integrity Consequences: Please refer to the following link for our policies regarding Academic Integrity. <http://www.flvs.net/myFLVS/student-handbook/Pages/AcademicIntegrity.aspx>