



**iHIGH VIRTUAL ACADEMY ADMISSIONS AGREEMENT
2018-2019**

Student: _____ Grade _____

iHigh Virtual Academy is a school of choice. Students who enroll in our online/blended independent study program must comply with state requirements and SDUSD Board policies that govern independent study programs.

Success in the iHigh online program requires self-discipline, self-monitoring, and time management skills. Students must be proficient in English and reading/writing at grade level. **Students must log in daily and should expect to spend four to six hours per day on assignments and assessments.** iHigh teachers are on duty from 8 AM to 3:00 PM each school day, to provide ongoing academic support for iHigh students.

Students must demonstrate successful academic progress in order to remain in an independent study program, as per state and district requirements. Students who are not making successful progress must be referred back to their school of residence.

<i>Student Initials</i>	<i>I understand and agree to comply with the following requirements for the iHigh online/blended independent study program:</i>
	1) Student must log in each day and complete the required coursework by their due date. <i>CA Ed Code for independent study requires at least 240 minutes of coursework, 5 days per week.</i>
	2) Student must read all school and course emails and announcements, via email or posted online.
	3) Student must maintain ongoing contact his/her teachers, including prompt response to teacher communications and willingness to seek teacher assistance whenever needed.
	4) Students must report to campus for required site-based activities, including: science lab, math lab, art classes, P.E. courses, proctored exams, Learning Contracts, test prep workshops, state and district testing, or other required grade-level meetings.
	5) Students must submit one work sample per course to his/her Supervising Teacher on or before the monthly due dates as listed in their student handbook. Students must attend a monthly attendance meeting (in person or by phone) to review attendance and the quality of work samples.
	6) Students must read and comply with all school rules and procedures, including those detailed in the <i>iHigh Student Handbook, Academic Honesty Policy, and Fact Book for Parents.</i> Violations may result in a behavior contract and/or withdrawal from the iHigh program.
	7) Students must show respect for and cooperation with all adults and classmates while on campus. Poor conduct may result in a behavior contract and/or withdrawal from the iHigh program.
	8) Students must promptly return all school-owned books, materials and equipment at the end of each term. We are required to invoice families for lost or damaged school property.
	9) Students must legibly and accurately sign in and out whenever they are on campus, and must leave campus after signing out. Teachers are on duty from 8 AM to 3:00 PM.

Date

Student Signature

(continued)

2018-2019 iHIGH VIRTUAL ACADEMY ADMISSIONS AGREEMENT
(continued)

<i>Parent/ Guardian Initials</i>	<i>I understand and agree to comply with the following requirements for the iHigh online/blended independent study program:</i>
	1) Parent/guardian will make arrangements to sign the Master Agreement prior to the first day of classes each semester. <i>This is a compliance requirement for state independent study programs.</i>
	2) Parent/guardian will support the student's progress by monitoring the completion of assignments, quality of work, and acceptable grades. <i>We recommend that parents know the student's login information and make use of the parent portals to monitor student progress.</i>
	3) Parent/guardian will maintain effective home-school communications with iHigh teachers and staff, including reading the weekly newsletter, attending requested parent conferences, and notifying iHigh staff of any concerns that may affect student performance.
	4) Parent/guardian will ensure that student has transportation for required school activities, including site-based courses, proctored exams, test prep workshops, and required district and state testing. School hours are 8 AM to 3:10 PM. Transportation must also be provided if students are assigned to Learning Contracts or Saturday School.
	5) Parent/guardian will ensure that student returns school property (books, materials and equipment) at the end of each term. We are required to invoice families for lost or damaged school property.

Date

Parent/Guardian Signature

The iHigh staff is responsible for:

1. Providing academic support, monitoring and evaluation in ways that will motivate, engage and encourage our students.
2. Loaning students all necessary materials and equipment. (texts, netbooks, printers, headsets)
3. Explaining and modeling assignments so that our students have a clear understanding.
4. Responding promptly to email and phone contacts from students and parents.
5. Grading assignments and assessments in a timely manner and providing meaningful feedback.
6. Providing a safe and positive atmosphere for learning, both online and on campus.
7. Communicating to parents/guardians ways in which they can support student learning at home.
8. Providing clear evaluations of student progress to students and parents/guardians.
9. Providing weekly announcements on school activities and upcoming deadlines.
10. Notifying parents/guardians of any concerns or problems in a timely manner.
11. Assigning monthly attendance credit to students, based on quantity of coursework completed.

Date

iHigh Staff Signature

On-campus attendance is required for:

- Monthly attendance due dates (work samples required for audit files and attendance credit)
- Site-based classes (science lab, math lab, P.E., Art, Theatre, Student Govt., and selected art classes)
- Proctored unit, mid-term and final exams
- Students assigned to Learning Contracts and/or Saturday School
- Test-prep workshops; required district & state testing dates; or other grade-level meetings
- Senior Presentation workshops and graduation meetings/rehearsal