



Enrollment Policy 2010/11 School Year

The Lorain K-12 Digital Academy (LDA) is a nontraditional schools designed to serve at risk students who are not learning effectively in traditional educational environments. All students, including those with special needs, whose custodial parent or legal guardian resides in the Lorain City School district are eligible to enroll.

Because LDA is a distance learning school, the ability of its students to learn independently is an essential element of the program. A student's successful participation is predicated upon the following:

The student's parent/guardian must agree to:

- Provide within the home, at all times during which the student is engaged in the program, adult supervision of such a nature as to ensure the student's safe and responsible participation in the program.
- Provide within the home, at all times during the student's enrollment, an active phone line for the Internet service that we provide, *or* an Internet service that you provide through DSL or cable.
- Participate in the process to evaluate for eligibility of special education services if the student is on an Individualized Education Plan (IEP).

The student must agree to:

- Demonstrate basic skills for the online environment by completing the introductory iGO course within one week.
- Attend school by participating and completing assignments in each subject, each week.
- Participate in all state-mandated testing. Tests will be administered at the LDA office location when possible, or if necessary, at one of the Lorain City Schools.

Additionally, one or more of the following terms of enrollment may apply:

- Occasionally, face-to-face meetings with staff may be necessary. In most cases, except as otherwise agreed upon, the meetings will take place at the LDA office location.
- The LDA reserves the right to restrict activities which will not hinder the student's ability to attend school based on student performance.
- All students are subject to disciplinary action such as suspension and expulsion.
- Any student who does not participate in school for twenty-one (21) consecutive school days without legitimate excuse will be automatically withdrawn for non-attendance.
- All school-issued equipment must be returned within 10 days of the student's voluntary or mandatory withdrawal.

I have read, understand, and agree to abide by the terms of the Enrollment Policy.

Student Name (PRINT CLEARLY)

Date

Parent/Guardian Signature

Date

My workplace will allow me to accept phone calls for urgent situations

Work Phone # _____

My workplace will NOT allow me to accept phone calls



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Financial Responsibility Notice 2010/11 School Year

As part of the Lorain K-12 Digital Academy (LDA), each student is provided with a computer package consisting of a computer, keyboard, mouse, scanner, and cables. On an individual basis, some students may be assigned other hardware, textbooks, and additional software or supplies that are deemed necessary for use while enrolled in LDA.

This equipment and supplies are the property of the State of Ohio, purchased by Lorain K-12 Digital Academy, and assigned to you (your child) for use while enrolled in LDA. By signing this agreement, you assume responsibility for the equipment and supplies issued to you (your child), as well as all equipment issued to you replacing the originally issued equipment, and agree to take due care in the handling and use of this equipment and supplies.

You and your child are not to add, delete, alter, load unapproved software, or reconfigure this equipment and/or its contents in any manner. This equipment is your "school environment" and any changes to it may affect the equipment capabilities and the educational process.

It is recommended that you provide insurance coverage for the computer system in the amount of \$1500 while this equipment is in your possession. Contact your insurance agent to have the equipment added to your homeowners or rental insurance policy. This coverage must include fire, lightning, theft, and extended coverage. Have LDA listed as the "additional insured" for your computer system. You may wish to provide a copy of the insurance certificate for your student's file.

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In the event a lost or damaged computer is not covered by insurance for whatever reason, the Parent/Guardian will be responsible for reimbursement of the \$1,500 cost.

All repairs to this equipment (except the printer if one has been issued) are to be provided directly by LDA. In the event that your computer requires repairs outside the bounds of your insurance policy (due to unapproved alterations, negligence or misuse, etc.) you will be held financially responsible and will be billed for necessary repairs. In the event that you (your child) withdraw from the Lorain Digital Academy, it is your responsibility to return the equipment to the LDA in good repair within 10 business days from the date of withdrawal.

I understand my financial and due care obligation to the Lorain Digital Academy and assume full responsibility of the computer system(s) and all necessary supplies issued to me (my child/children.) I understand that I (my child/children) may not alter, tamper with, add additional unauthorized software, or reconfigure this equipment and that all repairs are to be performed by the Lorain Digital Academy. I understand that it will be my responsibility to transport the equipment to locations designated by the LDA for any maintenance or repairs, and I further agree that I will return all equipment and supplies upon termination from the Lorain Digital Academy. I understand that all returned equipment must be in working order, or I will be responsible for repair costs. Failure to return equipment promptly will result in referral to a collection agency or legal action. Referral to a collection agency will result in charges including by not limited to: costs, fees, collection costs, attorney fees, and court costs as well as interest at 10% per annum until the entire balance is paid in its entirety.

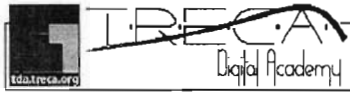
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Student Name (PRINT CLEARLY)

Date

Parent/Guardian Signature

Date



Acceptable Computer and Internet Use Policy 2010/11 School Year

Student Name _____

To be read and signed by parents or guardians of students who are under 18.

As the parent or legal guardian of the above student I have read, understand and agree that my child or ward shall comply with the terms of the Acceptable Use and Internet Safety Policy found in the Student Handbook for the student's access to the School District's computer network and the Internet. I understand that access is being provided to the students for educational purposes only. However, I also understand that it is impossible for the School to restrict access to all offensive and controversial materials and understand my child's or ward's responsibility for abiding by the Policy. I am therefore signing this Policy and agree to indemnify and hold harmless the School, the School District and the Data Acquisition Site that provides the opportunity to the School District for computer network and Internet access against all claims, damages, losses and costs, of whatever kind, that may result from my child's or ward's use of his or her access to such networks or his or her violation of the foregoing Policy. Further, I accept full responsibility for the supervision of my child's or ward's use of his or her access account if and when such access is not in the School setting. I also accept full responsibility for all files, images, and information loaded and/or saved on the school issued computer and file servers. I hereby give permission for my child or ward to use the school-approved account to access the School District's computer network and the Internet.

Parent or Guardian Name(s) (PRINT CLEARLY)

Home Phone

Parent or Guardian Signature(s)

Date

Address

Every student, regardless of age, must read and sign below:

I have read, understand and agree to abide by the terms of the Acceptable Computer and Internet Use Policy found in the Student Handbook. I also accept full responsibility for all files, images, and information loaded and/or saved on the school issued computer and file servers. Should I commit any violation or in any way misuse my access to TRECA computer network and the Internet through the Lorain Digital Academy, I understand and agree that my access privilege may be revoked and disciplinary action may be taken against me.

Student Name (PRINT CLEARLY)

Home Phone

Student Signature

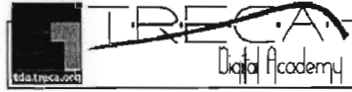
Date

Address (if different from above)

User (place an "X" in the correct blank): I am 18 or older _____ I am under 18 _____

If I am signing this Policy when I am under 18, I understand that when I turn 18, this Policy will continue to be in full force and effect and I agree to abide by this Policy.

Legal References: **Children's Internet Protection Act of 2000 (H.R. 4577, P.L. 106-554)**
Communications Act of 1934, as amended (47 U.S.C. 254[h],[l])
Elementary and Secondary Education Act of 1/5, as amended (20 U.S.C. 6801 et seq., Part F)



School – Parent – Student Compact 2010/2011 School Year

The Lorain K-12 Digital Academy and the parents of its students agree that this compact outlines how the parents, students, and the entire school staff share the responsibility for building and developing a partnership that will help children achieve the State of Ohio's standards.

The Lorain K-12 Digital Academy will:

Provide the student with individualized online instructional software every day, the support of teachers and support staff, and direct access to teachers at least twice a week.

Contact the parent or guardian of each student by phone, email, or U.S. mail in the event that the student falls behind in attendance or work submission.

We will provide information about student progress continuously through the online Gradebook. Parents will have 24 hour access to the Gradebook.

Teachers will post hours during which they may be reached through email, chat, Elluminate, or possibly by phone.

A lack of commitment to the school-parent-student compact may result in one or more of the following:

Communication – Parents will be contacted by the Assistant Superintendent of Special School Options or a digital academy staff member by phone or mail about the student's participation and progress.

Reorientation – Parents and students may be required to attend a mandatory session of reorientation for the purpose of additional technical training, or to review the expectations and requirements for participation and progress.

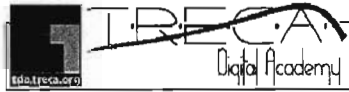
Parent Meeting – Parents may be required to attend a mandatory session to discuss intervention strategies and techniques to help promote student growth and academic success.

Student Tutoring Session – Students may be required to attend a mandatory session to work with a tutor face-to-face in order to gain a better knowledge of the subject matter.

Recommendation – Not all students will thrive in an online, home-school environment. A consistent lack of understanding of the coursework, a lack of motivation to complete assignments on a regular basis, lack of parental involvement, loss of connectivity and technical issues may be valid reasons to recommend that the student return to a traditional classroom setting.

Expulsion – Neglect and breach of the student/parent pledges are grounds for possible expulsion.

Mandatory Withdrawal – Per Ohio state law, students who fail to participate in 105 consecutive hours of the learning opportunities offered, which is equivalent to 21 days, will be automatically withdrawn from the school. Notice of withdrawal will be sent to your local school district and your child will be considered truant.



School – Parent – Student Compact 2010/2011 School Year

Parent Pledge

- ▶ I will ensure that my child logs on and participates in each class, each day. If my child is unable to log on due to illness or other circumstances, I will immediately notify the Lorain Digital Academy.
- ▶ If my child has technical or equipment issues, or if connectivity has been lost, even temporarily, I will immediately notify the Lorain Digital Academy.
- ▶ If I have moved or changed phone numbers, I will immediately report those changes to the Lorain Digital Academy. I understand that my failure to do so may result in my child's removal from the program.
- ▶ I will read notices from the school and communicate with teachers or others about the program or my child's progress. I will participate in parent-teacher-student conferences.
- ▶ I will ensure that my child participates in all on-site state-mandatory testing.
- ▶ I will check the Gradebook often to see that my child is progressing at an acceptable pace. If I am unsure of how to check my child's progress, I will ask for help from my student or the digital academy.
- ▶ I understand that school attendance and participation is required by law, and I will ensure that my child's employment or other activities will not interfere with his/her ability to meet those requirements.
- ▶ I understand that if there is a breach in the pledge, my student and I are subject to alternative dispositions and/or a mandatory intervention plan or withdrawal. If at anytime I discover that the digital academy is not an optimal decision for my child, I will withdraw my child voluntarily.

Parent Name (print clearly) _____

Parent Signature _____

Date _____

Student Pledge

- ▶ I will log on to Angel each school day. If I am unable to log on due to illness or other circumstances, I will make up all work that I have missed so that I do not drop below an acceptable level of progress.
- ▶ I will participate by turning in assignments in each class every week. I will complete assignments in the order that they are given. I will not let employment or other activities interfere with my schoolwork.
- ▶ I agree that I will not share my username and password with anyone. I understand that sharing work, or plagiarizing work from the internet or other sources, will result in disciplinary action or withdrawal.
- ▶ I will take notices from the academy and my teachers and promptly deliver to a parent if I am under 18. I will participate in parent-teacher-student conferences, state-mandated testing, and inform my family about school events and activities.
- ▶ I understand that if there is a breach in the pledge, my parent and I are subject to alternative dispositions and/or a mandatory intervention plan or withdrawal.

Student Name (print clearly) _____

Student Signature _____

Date _____

Student: I am under 18

I am 18 or older