

***Maryland Virtual Learning Opportunities Program  
MVLO Student Participation Agreement***

**2019-2020 School Year**

Only through continuous communication and effective time management can students be successful in an online course. The purpose of this agreement is to increase your understanding of the participation requirements of a MVLO course, so you can be better prepared to maintain a regular schedule of logging on and keeping up with the course work.

Within each course the instructor outlines the weekly minimum work requirements. It is essential that you submit the work on time and that you and the instructor maintain in regular contact with each other. To ensure that our students and parents/guardians are aware of this commitment, the five-part process below will be followed:

1. After the first week of the class if you do not submit the expected number of assignment(s) the Online Support Teacher (OST) will contact you, your parent/guardian, and the Online Campus Teacher Specialist notifying you and them of the unacceptable pace for submitting assignments and the need for you to submit overdue assignments.
2. If you do not respond by submitting assignments within five (5) days of this initial contact, the Online Support Teacher will contact the Online Teacher Specialist. The Online Campus Teacher Specialist will contact the guidance office and your parents to discuss whether you will be dropped from the course. The school system will work with your parent/guardian to make this decision.
3. For any subsequent seven (7) day period you do not submit the expected number of assignment (s), you, your parent/guardian, and the Online Campus Teacher Specialist will receive an email or letter from the Online Support Teacher notifying them of this issue.
4. *Withdrawing from an online course must follow the same local school process as withdrawing from a regular course.* The student must inform their School Counselor and their Online Support Teacher in writing **within 5 school days from the start of the course (during the school year) and within 2 school days during the summer** of the student's desire to withdraw from the course in order not to be invoiced for the full course cost. The Online Support Teacher and/or the School Counselor must inform the Online Campus Teacher Specialist of any course enrollment withdrawals within two school days of the request.
5. ***Students who drop the course without permission from the school or who fail to complete a course due to inactivity and poor performance may be required to pay all seat and text costs and will receive a failing grade for the course on their academic transcript.***

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I understand that for each online course there are a minimum number of assignments that must be completed each week. Repeated failure to submit the minimum number of assignments on a weekly basis **will result in my removal from the course and will result in a failing grade being assigned to my academic transcript.**

I also understand that students who drop the course without permission from the home school (within seven days from the official start date of the class) or students who fail the course due to inactivity and poor performance **will be required to reimburse Anne Arundel County Public Schools for all seat and text costs (est. course cost of up to \$400).**

Your signature below indicates that you understand and agree to the terms of completion for an online course.

Student signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/guardian signature: \_\_\_\_\_ Date: \_\_\_\_\_

School Name: \_\_\_\_\_