



Tulpehocken Area School District Virtual Academy

Student & Family Contract

Admission to the Tulpehocken Virtual Academy will be based on an assessment of a student's academic background and a meeting with Tulpehocken Area School District staff. The TVA curriculum may be delivered either online or a blending of online and traditional coursework.

Due to the mode of delivery for this type of educational setting, the family is most responsible for the education of their child. Tulpehocken Area School District (TASD) recognizes the importance of consistent contact with certified teachers therefore the district requires a commitment from both the family, online provider, and the district liaison to maintain regular contact as outlined below.

Student Responsibilities:

- Students are required to log in to Homeroom and their courses each district calendar day.
 - If a student does not log into Homeroom but does complete some assigned work, the student will receive a partial absence for each time they do not complete their attendance.
- Students will use email or phone calls to communicate with his/her teacher on a regular basis.
- Students will take notes for online courses and share those notes if requested by the teacher or TVA coordinator.
- Students will not copy and paste or plagiarize any material for an online course. Students may not search for answers to questions during an assessment, they may only use their own written notes. Consequences are as follows and are not for individual classes but for the student as a whole:
 - 1st offense: warning, redo assignment, and complete assignment on cheating/plagiarism
 - 2nd offense: 0 credit for that entire assignment/assessment and parent meeting
 - 3rd offense: removal from all online courses and no internet reimbursement
- Students must take care of equipment borrowed from TASD. If equipment is lost or damaged, the student/family will be responsible to pay for the repair or replacement of the equipment. Optional laptop insurance is available.

Family Responsibilities:

- The family will contact the course teacher for any issues related to content.
- Students are required to log in to Homeroom and their courses each district calendar day.
- Parents/Guardians are required to monitor and keep track of attendance for their child. Attendance and time online will be tracked by the TVA coordinator.
 - Parents/Guardians must submit an excuse for an absence within three days of the absence. Please send absence excuses to ekindoll@tulpehocken.org or fax it to **610-488-7976**.
- The student will be required to report to the school to complete state mandated assessments as designated by PDE. (Ex. PSSA or Keystone Exams)
- The family will call TASD technical support (717-900-3410) or email helpdesk@tulpehocken.org if any technical issues arise with the laptops or peripherals.
- The family has read and signed the TASD Acceptable Use Policy (AUP).
- When in attendance at school events and coursework, students will abide by district policies.
- All provided materials (ex.books, unused workbooks) must be returned in a timely manner in good condition.

District Responsibilities:

- The course teacher will be available via email as needed.
- The course teacher or a certified teacher in that subject will also be available through the help/support options from the vendor or TASD staff.
- The course teacher will direct both the assignments and grading of the course.
- The student will receive TVA equipment (laptop and optional printer/scanner) and are eligible for internet reimbursement if they are taking half of a regular schedule of classes (high school: 3 credits or more online; elementary & junior high: 2 more core courses) while at home. If eligible, students in grades 5-12 will utilize their TASD assigned laptop and will transport that laptop between home and school. Students in grades K-4 will be assigned a TVA laptop to use at home instead of an iPad. The **Technology Loan Agreement** form must be completed for usage of a computer. Optional laptop insurance is available.

- Reimbursement for Internet connection will be up to \$40/month for students taking at least 50% of a regular schedule of classes (3.0 credits for high school; 2 or more core subjects for elementary/junior high) at home to be eligible. The **Internet Reimbursement** form must be completed with a copy of the monthly Internet bill and send to Erika Kindoll via fax 610-488-7976 or standard mail at 430 New Schaefferstown Rd, Bernville PA 19506, no later than May 31 of each year. Reimbursement by check is issued in June of each year. Students must stay in TVA a minimum of 40 school days or 2 months to be eligible for reimbursement as well as passing half of their online classes with a 65% or better when they withdraw or complete their courses.
- See the TVA equipment acceptance form for more details as well as the opt-in laptop insurance form.

Please fill in the following information and sign signifying that you have read the conditions in the **Tulpehocken Virtual Academy – Student & Family Contract and the TVA Handbook.**

Student Name:
E-mail address:
Grade Level:
Course Title(s):
Parent/Guardian Name:
Home Address:
Home Phone:
Cell/Mobile Phone:

Addendum:

Student Signature: _____ Date _____

Parent Signature: _____ Date _____

Guidance Counselor Signature: _____ Date _____

TVA Coordinator's Signature: _____ Date _____