

# Richmond Community Schools

35276 Division \* Richmond, Michigan 48062 \* (586) 727-3565 \* www.richmond.k12.mi.us

Richmond Early Childhood Learning Center  
& Will L. Lee Elementary School  
68399 Forest  
Richmond, Michigan 48062

Richmond Middle School  
35250 Division  
Richmond, Michigan 48062

Richmond High School  
35320 Division  
Richmond, Michigan 48062

## 2022-23 K-12 VIRTUAL/ONLINE LEARNING AGREEMENT FORM

Welcome to the Richmond Community Schools' Virtual/Online Learning Program. We are excited to offering this unique opportunity for you and your child. Richmond Community Schools takes tremendous pride in providing this alternative learning experience for your child.

### STUDENT INFORMATION (PLEASE PRINT)

First Name:	Last Name:	
Grade:	Birth Date:	
Address:		
City:	Zip Code:	Telephone:
Email:		

### PARENT INFORMATION (PLEASE PRINT)

#### Parent #1/Guardian #1 Information:

First Name:	Last Name:	
Address:		
City:	Zip Code:	Telephone:
Email:		

#### Parent #2/Guardian #2 Information:

First Name:	Last Name:	
Address:		
City:	Zip Code:	Telephone:
Email:		

*Guaranteed Learning for All Students!*

In compliance with Title VI of the Civil Rights Act of 1964, Title IX of the Education amendments of 1972, Section 504 of Rehabilitation Act of 1973, the Age Discrimination Act of 1975, Title II of the Americans with Disability Act of 1990, and Elliott-Larsen Civil Rights Act of 1977, it is the policy of the Richmond Community School District that no person shall, on the basis of race, color, religion, military status, national origin or ancestry, sex (including sexual orientation), disability, age (except as authorized by law,) height, weight, or marital status be excluded from participation in, be denied the benefits of, or be subjected to, discrimination during any program, activity, service or employment. Inquiries related to any nondiscrimination policies should be directed to the Superintendent, 35276 Division Road, Richmond, MI 48062, (586) 727-3565.

By selecting the virtual/online learning option for your child, parent/guardian is required to initial each item below recognizing and agreeing to the following:

1.  Participating in Richmond Community Schools' Virtual/Online Learning Program is **A PRIVILEGE, NOT A RIGHT**. If at any time the building's *Virtual/Online Learning Team* determines that virtual/online learning is not an appropriate placement, students may be required to return to in-person learning. The building's *Virtual/Online Learning Team* shall consist of the Executive Director of Curriculum & Educational Services, building administrator, classroom teacher(s), and social worker.
2.  Grade K-5 virtual/online students enrolling in the district's virtual/online learning option will be assigned to a designated virtual/online teacher. At least one teacher per Grade, K-4 and one "team" in Grade 5.  
  
Grade 6-8 virtual/online students will be assigned to a designated virtual/online teacher in each core subjects (e.g., English language arts, mathematics, science, and social studies) during a specific hour. This virtual/online assignment may limit electives available for virtual/online students.
3.  It is recognized that preparing, teaching, and assessing students in a virtual/online platform is an alternative form of work from the traditional in-person classroom for teachers. Teachers who are assigned in-person and virtual/online students are required to utilize *Schoology*, *Microsoft Teams*, *Performance Matters* (if applicable), and virtual classroom camera technology for instruction.
4.  Virtual/Online students are **REQUIRED TO UTILIZE SCHOOLGY, MICROSOFT TEAMS, PERFORMANCE MATTERS (IF APPLICABLE), AND THE DISTRICT-PROVIDED LAPTOP** to access and submit assignments, electronic resources, and/or assessments utilized in the classroom.
5.  Teachers are required to take attendance for virtual/online students in the same increments as required for in-person students. To do so, online/virtual students are **REQUIRED TO BE ON TIME AND IN ATTENDANCE** the same as an in-person student. If for any reason the student is absent from class, the parent/guardian of the student must contact the office to notify the school of the student's absence. It is the student's responsibility to contact his/her teachers to determine what content was missed during the student's absence.
6.  Virtual/Online students are **COMMITTING TO VIRTUAL/ONLINE INSTRUCTION FOR AT LEAST ONE SEMESTER**. At the end of the first semester, students will continue as virtual/online for second semester, unless the parent/guardian notifies the school. Virtual/Online students will be moved to in-person learning for the following school year unless a new Virtual/Online Learning Agreement Form is received.
7.  Grade K-8 virtual/online students **NOT ADEQUATELY MEETING PROFICIENCY STANDARDS** at the end of a marking period are required to return to in-person learning for the subsequent marking period, unless a medical note by a licensed physician is provided to the District indicating the student is required to remain virtual.

Grade 9-12 virtual/online students **FAILING MORE THAN ONE CLASS** at the end of a marking period are required to return to in-person learning for the subsequent marking period, unless a medical note by a licensed physician is provided to the District indicating the student is required to remain virtual.

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8.  **LAPTOP CAMERAS ARE TO BE ALWAYS ON** during class periods. Virtual/Online students are expected to position themselves to ensure the laptop camera captures the student's image for the entirety of the class. Background visuals and noises should be kept to a minimum. Virtual/Online students who do not keep their camera on during a class period shall be marked absent, and the appropriate consequences related to absences shall apply.
9.  Virtual/Online students shall be provided a schedule and Microsoft TEAMS links in which they are **REQUIRED TO LOG-IN** and **ACTIVELY ENGAGE** in the instruction, which may include discussions facilitated by the teacher among virtual/online and in-person students, partner and cooperative learning activities, demonstration, presentations, speakers, etc.
10.  It is recognized that **SOME COURSES MAY NOT BE CONDUCTIVE AS AN ONLINE/VIRTUAL OPTION**. In those cases, these courses will not be offered to online/virtual students. In such cases, a virtual/online student's schedule may be changed to maintain a full schedule, as required by Board policy. The final decision whether a course shall be offered as an online/virtual option shall rest with the District.
11.  It is recognized that **SOME CLASSROOM OR BUILDING ACTIVITIES/EVENTS MAY NOT BE CONDUCTIVE FOR ONLINE/VIRTUAL STUDENT PARTICIPATION**. In such cases, these activities/events may not be available for online/virtual students. The final decision whether an activities/event is available for online/virtual learners shall rest with the District.
12.  The **DISTRICT WILL PROVIDE ONLINE/VIRTUAL STUDENTS ALL NECESSARY EQUIPMENT**, such as laptops, internet "hotspots," and access to *Schoology, Performance Matters, Microsoft Teams*, and other district-required resources or websites. It is the responsibility of the online/virtual student and their parent/guardians to print at home any documents necessary and required for the course. If printing documents at home is an issue or concern, the parent/guardian must contact the building administrator to make arrangements for the documents to be printed.
13.  **PARENTS/GUARDIANS SHALL NOT INTERRUPT THE TEACHER OR INSTRUCTION DURING THE CLASS PERIOD**. Any questions should be directed to the classroom teacher via telephone or email. Teachers will reply as soon as possible.
14.  Virtual/Online students and parents/guardians shall not take pictures, film, or record images of class content without permission. Any such activities shall be considered a violation of the *Student Handbook* and subject to disciplinary action. Any violations shall be documented by the classroom teacher in PowerSchool under *Log Entries*.
15.  Virtual/Online students must **IMMEDIATELY NOTIFY SCHOOL PERSONNEL OF ANY TECHNICAL ISSUES VIA EMAIL, ONLINE HELP FORM, OR BY TELEPHONE**. Virtual/online student who continuously have technical issues may be cause for returning the student to return to in-person learning. Any technical issues shall be documented by the classroom teacher in PowerSchool under *Log Entries*.
16.  Virtual/Online students are expected to be respectful to everyone in the classroom.
17.  Virtual/Online students must be **ON-SITE TO TAKE STATE AND DISTRICT-REQUIRED STANDARDIZED TESTS**.
18.  I am **REQUESTING A T-MOBILE HOTSPOT** for my child to use while they are a virtual/online learner:  
 YES.  NO. If YES, please complete the *Hot Spot Agreement Form*.

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**Student's Signature.** As a student enrolling in Richmond Community Schools' Virtual/Online Instruction Option, I understand the expectations as a virtual student.

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

**Parent/Guardian's Signature.** As the parent/guardian of the above-mentioned student, I am requesting the student be enrolled in Richmond Community Schools' Virtual/Online Instruction Option and understand the expectations for my child. Furthermore, I understand my child will remain in the virtual/online option unless a written request is received to move my child from virtual/online to in-person instruction.

\_\_\_\_\_  
Parent/Guardian's Signature

\_\_\_\_\_  
Date

**RETURN SIGNED VIRTUAL/ONLINE LEARNING AGREEMENT FORM BY WEDNESDAY, SEPTEMBER 7, 2022 (1<sup>ST</sup> SEMESTER) AND WEDNESDAY, JANUARY 25, 2023 (2<sup>ND</sup> SEMESTER) TO:**

**ATTENTION: PAM DAILEY, COMMUNITY LIAISON AND POWERSCHOOL COORDINATOR, VIA:**  
**MAIL: BOARD OF EDUCATION AND ADMINISTRATIVE OFFICES  
35276 DIVISION  
RICHMOND, MICHIGAN 48062**  
**OR EMAIL: PDAILEY@RICHMOND.K12.MI.US (PREFERRED)**  
**OR FAX: (586) 727-2098 (PREFERRED)**

Superintendent (or Designee) Approval:

**Approved**     **Denied. If not approved, reason:** \_\_\_\_\_

\_\_\_\_\_  
Superintendent's Signature

\_\_\_\_\_  
Date

**\* \* \* \* FOR OFFICE USE ONLY \* \* \* \* \***

\_\_\_\_\_ Date Community Liaison and PowerSchool Coordinator emailed approved/denied 2022-23 K-12 Virtual/Online Learning Agreement Form to (1) parent/guardian, (2) building principal, (3) Dean of Student, (4) social worker, and if applicable (5) counselor.

- After the 2022-23 K-12 Virtual/Online Learning Agreement Form is received by the Principal, the Principal shall notify ALL the virtual/online student's teacher(s).
- After the 2022-23 K-12 Virtual/Online Learning Agreement Form is received by the Dean of Students, the Dean of Students shall meet with the social worker and counselor (if applicable) to develop a plan for social/emotional support for the virtual/online student. Such plan shall be documented in PowerSchool under Log Entries. Throughout the semester, the social worker and/or counselor shall regularly document the social/emotional support provided to the virtual/online student in PowerSchool under Log Entries.

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# HOT SPOT AGREEMENT FORM

**ARE YOU REQUESTING A T-MOBILE HOTSPOT?**

**YES** – I am requesting a T-MOBILE Hotspot for my child to use while they are a virtual/online learner. I understand that in specific geographic areas of the District, the T-MOBILE Hotspot may not work or receive a usable internet signal. In such cases, I understand I will be responsible for providing internet access for my child to utilize while a virtual/online learner or for relocating my child to an area where the T-MOBILE Hotspot works.

**NO** – I am not requesting a T-MOBILE Hotspot for my child to use while they are a virtual/online learner. I understand I will be responsible for providing internet access for my child to utilize while a virtual/online learner.

\_\_\_\_\_  
Parent/Guardian’s Signature

\_\_\_\_\_  
Date

**IF REQUESTING A T-MOBILE HOTSPOT**, the parent/guardian must initial and agree to the following:

By accepting the District-issued T-MOBILE Hot Spot, I recognize and understand the unit and its components are the property of Richmond Community Schools and are to be used for the sole purpose of online learning while my child is a student at Richmond Community Schools.

By accepting the District-issued T-MOBILE Hot Spot, I recognize and understand the unit and its components must be returned to Richmond Community Schools when my child(ren) returns to in-person learning and/or is no longer a student at Richmond Community Schools, whichever comes first. Regardless of enrollment, all units must be returned to the school’s main office on or before three (3) calendar days after the last student day of school as a virtual/online student.

By accepting the District-issued T-Mobile Hot Spot, I recognize and understand that failure to return the unit shall result in a fee of \$300 to reimburse the District for the unit and all monthly service fees paid by the District.

\_\_\_\_\_  
Parent/Guardian’s Signature

\_\_\_\_\_  
Date

**\* \* \* \* FOR OFFICE USE ONLY \* \* \* \* \***

IMEI: \_\_\_\_\_

SNL: \_\_\_\_\_

SIM SN: \_\_\_\_\_

Received by: \_\_\_\_\_

Issued by: \_\_\_\_\_

Parent/Guardian

Date

District Personnel

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