



Student Information

Name

First Name

Last Name

Grade

Address

Street Address

Street Address Line 2

City

State / Province

Postal / Zip Code

Home Phone Number

Area Code

Phone Number

Cell Phone Number

Area Code

Phone Number

Email

example@example.com

Parent/Guardian Information

Name

First Name

Last Name

Relation to Student

Address

Street Address

Street Address Line 2

City

State / Province

Postal / Zip Code

Home Phone Number

Area Code

Phone Number

Cell Phone Number

Area Code

Phone Number

Email

example@example.com

Parent/Guardian Information

Name

First Name

Last Name

Relation to Student

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Street Address

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Home Phone Number

Area Code

Phone Number

Cell Phone Number

Area Code

Phone Number

Email

example@example.com

Enrollment Information

Reason for Enrollment

Previous Placement

Enrollment Type

Cardinal Virtual Campus Agreement

Student and Parent Responsibilities:

- Students are required to participate in all state mandated testing.
- Students are required to complete all health services/screenings provided by the school.
- Parents will provide internet access in the home. Parents may request reimbursement for Internet provider costs up to \$20 per month as long as the student is a full-time student in Cardinal Virtual Campus (CVC) and working from home, does not miss more than 3 days per marking period, has a final grade of at least a 60% in all courses, and has returned all equipment and books undamaged. Original monthly statements must be submitted to the PGASD Business Office by July 1 of each year.
- Parents and students will share the responsibility of maintaining communication with individual instructors regarding questions or concerns related to content or course progress and the CVC Program Coordinator.
- Students will abide by school district and building policies when in attendance at school events, activities or on campus.
- All materials will be returned as per the terms stated in the CVC Books/Equipment Agreement.
- Students will abide by attendance requirements set forth by Pine Grove Area School District and the CVC Attendance.

Program Structure:

- CVC participants are enrolled as current students of the Pine Grove Area School District.
- Participation in CVC is determined after consultation among the student, parent(s)/guardian(s), guidance and district administration.
- Courses will be offered online through Virtual Learning Network (VLN), an online learning resource. VLN will be utilized by students to fulfill course requirements.
- Teachers will be Pennsylvania certified for all courses.
- Courses are completed in weekly modules. Full-year courses over one semester require completion of two modules per week. All coursework is due on Mondays.
- Students will have access to their work 24/7.
- Grades will follow the K-12 grade scale approved by the school board of the Pine Grove Area School District. Progress reports, marking period and final grades will be reported according to PGASD calendars.
- Any student who successfully meets all of the graduation requirements approved by the Pine Grove Area Board of Directors will receive a diploma from the Pine Grove Area School District (PGASD) and will be invited to participate in graduation activities.

- Students participating in CVC are eligible to participate in athletics, extracurricular activities, and Schuylkill Technology Center (STC). Note that the ability to participate is subject to all eligibility requirements as defined by Pennsylvania Interscholastic Athletic Association (PIAA), STC, and the Pine Grove Area School District.

Rules:

- Students must follow and abide by deadlines and due dates set forth by their instructors.
- Students must follow policies regarding acceptance of late work.
It is the responsibility of the student and parent to contact the instructor if they have a question or concern about grades.
- If a student fails to complete assignments, maintain passing course grades, abide by Pine Grove Area attendance regulations, and/or follow program rules, a meeting or phone conference will be scheduled with the student and parent/guardian to discuss continued enrollment in CVC which may result in the requirement to attend the drop-in center and/or immediately required to return to Pine Grove Area brick-and-mortar school.

Assistance:

- Students are required to participate in a face-to-face orientation. Parents/guardians are encouraged to participate as well.
- Students are offered contact with instructors via email, instant messaging, and/or live audio and video, and in some cases, face-to-face.
- Students have the opportunity to interact with their assigned school counselor.
- All submitted assignments, tests, etc. will be graded with comments within 72 hours of submission.
- Students can access an online "help request form" at any time. This is sent to their instructor who will contact the student as soon as possible.
- Students will have access to the CVC drop-in center between 7:45 a.m. and 2:45 p.m. which will be located in the Pine Grove Area High School Library. Scheduling an appointment time is recommended. Contact the CVC Program Coordinator at cvc@pgasd.com or 570-345-2731 x275 to schedule an appointment.

Equipment/Books:

- Distribution of technology is determined on an individual basis.
- Students will receive books for courses which will be online or distributed by the CVC Program Coordinator.
- Students must abide by Pine Grove Area School District's Acceptable Use Policy (AUP).

Transportation:

- Students may utilize their assigned bus during regular pick up times in the morning and drop off times in the afternoon in order to access the drop-in center. Transportation at other times will be the student's or guardian's responsibility.

Financial Obligations:

- Outstanding obligations (e.g. fines for unreturned and/or damaged books and/or equipment, etc.) will result in withholding of academic grades until these obligations have been cleared. The student may also forfeit the opportunity to participate in extracurricular and graduation activities until obligations have been cleared.
- Any damaged equipment and/or books will be evaluated to determine the cost of repair or replacement value to which the student and/or parent(s)/guardian(s) will be required to pay.

Agreement:

I have reviewed the terms of this contract. My signature acknowledges that I have done so and agree to the terms stated within.

Parent Signature

Student Signature

Attendance Agreement

School District and County Attendance Policies:

All CVC students are required to:

- adhere to CVC attendance policies and procedures.
- adhere to the Pine Grove Area School District policies, to include policy regarding unexcused absences.
- comply with the Schuylkill County Truancy Policy, if compulsory school age.
- comply with additional Pine Grove Area School District Policy, if not of compulsory age.

Failure to comply with attendance policies could result in immediate truancy action and/or discontinuation in CVC.

Attendance Procedure:

Cyber School in a Box:

The student must log-in, attend, interact, and follow all rules and instructions set forth by the homeroom teacher. Failure to log in to homeroom will result in the day being considered an unexcused absence.

The student must email the CVC Program Coordinator at cvc@pgasd.com by 1:00 p.m. Failure to email by 1:00 p.m. will result in the day being considered an unexcused absence.

CVC Attendance Policies:

- CVC students will be required to attend the drop-in center until the student has established a good routine and is able to complete all required procedures independently such that the student is likely to be successful outside of the drop-in center. The CVC Program Coordinator may then allow the student to begin to transition to completing work outside of the school building.
- Absences of more than three (3) consecutive days will require a medical note in order to be excused.
- Failure to submit 60% of the assignments by the due date may result in unexcused absences, even if the student has followed attendance procedures outlined above.
- Failing grades, frequent absences, and/or failure to submit assignments will result in the student being required to attend the drop-in center or to return to the brick-and-mortar school.

| % of tasks submitted per week | Days unexcused per week | % of tasks submitted per week | Days unexcused per week |
|-------------------------------|-------------------------|-------------------------------|-------------------------|
| 53% - 59% | 1/2 | 15% - 21% | 3 |
| 46% - 52% | 1 | 10% - 16% | 3 1/2 |
| 39% - 45% | 1 1/2 | 5% - 11% | 4 |
| 27% - 33% | 2 | 1% - 6% | 4 1/2 |
| 22% - 28% | 2 1/2 | 0% | 5 |

Agreement:

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Parent Signature

Student Signature

Equipment & Books Agreement

I understand this equipment is for instructional purposes only and has been received by the Student/Guardian in good and working condition. I have verified at receipt and prior to leaving the school campus that I have received all equipment (power cords, etc.). I understand that I have three (3) business days from the receipt of the books and equipment to report any damage or malfunction to the Cardinal Virtual Campus (CVC) Program Coordinator. Otherwise, the equipment shall be deemed in good and working condition upon receipt by the Student/Guardian.

I agree that I must return the equipment within ten (10) business days in the condition it was issued, with reasonable wear and tear expected, under the following circumstances:

- a) at the end of the current school year
- b) when no longer needed for the purposes of CVC
- c) when requested.

I further agree that:

- 1) I will, upon request, deliver the books or equipment to perform any repairs/updates.
- 2) It is my responsibility to notify the CVC Program Coordinator immediately, in writing, of any needed repairs, damage to or malfunction of the books and equipment which shall include a statement as to the nature and cause of such damage.
- 3) I agree that I will not install any software on this computer.
- 4) I am responsible for all damages or loss to this equipment. I agree to assume all responsibility for the costs and repair or replacement in the event that books and/or equipment are damaged, stolen, lost, or otherwise not returned upon expiration of CVC or other termination of the student's enrollment. If my personal insurance company does not cover damage or loss, I agree that I am personally responsible for all damage(s) or loss.
- 5) I understand that my use of the equipment is subject to all other School District policies including (without limitation) the School District's Acceptable Use Policy, which I acknowledge I have read and understand.
- 6) I will take reasonable precautions to protect the books and equipment from use by anyone other than the student to which it is assigned.

Reminders on care of books and equipment:

- Do not expose to moisture, liquids, food crumbs, or extreme heat and cold.
- Carry any in a sturdy bag, tote, or case with handles.

Agreement:

I have reviewed the terms of this contract. My signature acknowledges that I have done so and agree to the terms stated within.

Parent Signature

Student Signature
