

PORT ALLEGANY VIRTUAL ACADEMY

Application for Enrollment



Date of Application _____

STUDENT INFORMATION					
Name	First	Middle	Last	Date of Birth	
Address	Number	Street			Apt. #
	City		State	Zip Code	Phone
Email					

CURRENT SCHOOL					
School	Name of School				Grade Level
	<input type="checkbox"/> Cyber Charter School		<input type="checkbox"/> Home School		<input type="checkbox"/> Traditional School
Contact	First	Middle	Last		
Address	Number	Street			Apt. #
	City		State	Zip Code	
Reason for attending Port Allegany Virtual Academy					
Potential scheduling conflicts					

PARENT(S)/GUARDIAN(S) INFORMATION					
Name	First	Middle	Last		
Address	Number	Street			Apt. #
	City		State	Zip Code	Phone Number
Email					
Signature	X				
Name	First	Middle	Last		
Address	Number	Street			Apt. #
	City		State	Zip Code	Phone Number
Email					
Signature	X				

UNITED STATES DEPARTMENT OF EDUCATION ETHNIC CODES:					
<input type="checkbox"/> Native American	<input type="checkbox"/> Asian/Pacific	<input type="checkbox"/> African American	<input type="checkbox"/> Hispanic	<input type="checkbox"/> Caucasian	
Special Ed:		<input type="checkbox"/> Yes	<input type="checkbox"/> No	ESL:	<input type="checkbox"/> Yes <input type="checkbox"/> No

FOR OFFICE USE ONLY:	
Student School ID Number:	Date of Received Application:
Date of Interview:	Orientation Date:
Family/District Agreement Date:	Enrollment Date:

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Is Port Allegany Virtual Academy the right fit for me?

To find out if you have what it takes to be a successful Port Allegany Virtual Academy student, place a number next to each statement that best describes you as a student:

- 4 = Strongly Agree
- 3 = Agree
- 2 = Disagree
- 1 = Strongly Disagree

I CAN USE THE COMPUTER AS A TOOL FOR LEARNING...	
	I can communicate using email
	I can use Microsoft Word as a writing tool
	I can search for and locate information on the Internet
	I can participate in on-line chat rooms

I POSSESS THE SKILLS NECESSARY TO BE A SUCCESSFUL CYBER STUDENT...	
	I can follow and respond to written directions easily
	I can use my time efficiently and submit my assignments on schedule
	I am self-motivated, self-directed, and self-disciplined in regards to my studies
	I can work independently

I AM READY TO MAKE A COMMITMENT TO CYBER EDUCATION...	
	I am willing to spend 5.5 hours per weekday at my computer
	I am willing to spend an additional 1-2 hours per week completing additional assignments
	I am honest and can be trusted to do my own course work and assignments
	I am responsible and will care properly for school-issued equipment
	I am aware that my success as a Cyber student is my responsibility
	I am willing to contact VLN Tech Support, when needed

Please complete the following:

I have high-speed internet access in my home:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
The last academic grade I have completed:		

X

Student Signature Date

X

Parent/Guardian Signature Date

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Why do you want to enroll in Port Allegany Virtual Academy?

Please compose a two to three paragraph essay that outlines the reasons why you would like to attend Port Allegany Virtual Academy:

X

Student Signature

Date

PORT ALLEGANY VIRTUAL ACADEMY

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Upon enrolling in Port Allegany Virtual Academy, I agree to:

- ✓ Complete the Port Allegany Virtual Academy enrollment process
- ✓ Provide my current transcript from the previous school year at time of application
- ✓ Notify the Port Allegany Virtual Academy Cyber Coordinator of any difficulties connecting to the curriculum delivery system
- ✓ Notify the Port Allegany Virtual Academy Cyber Coordinator for support, as needed
- ✓ Notify the Port Allegany Virtual Academy Cyber Coordinator of any change in status
- ✓ Document evidence of active participation in all courses in which I am enrolled
- ✓ Complete all courses in which I am enrolled in their entirety within the specified time allotted
- ✓ Complete all mandated medical screenings prior to enrolling in the program
- ✓ Complete all required statewide testing at specified Port Allegany School District building
- ✓ Be removed from Port Allegany Virtual Academy if found to be involved in any form of academic impropriety
- ✓ Acknowledge that failure to complete enrolled courses may result in truancy charges and that student/parent/guardian may be responsible for paying related costs in full
- ✓ Return equipment within two weeks of completion of, or withdrawal from, Port Allegany Virtual Academy. Failure to do so may result in additional charges.
- ✓ Return all textbooks to Port Allegany School District within two weeks of completion of, or withdrawal from, Port Allegany Virtual Academy, if applicable

X

Student Signature

Date

X

Parent/Guardian Signature

Date

X

Port Allegany Virtual Academy Administrator Signature

Date

Port Allegany Virtual Academy

Port Allegany School District Agreement for Use of School Property

This agreement is made _____ by and between the Port Allegany School District and _____ who resides at _____ (“Responsible Party”). Whereas, Responsible Party is the parent or legal guardian of : _____ (“Student”).

Whereas, Port Allegany SD has agreed to permit the student to use certain computer equipment and text books provided by the Virtual Learning Network, referred to as a “Classroom in a Box”, to facilitate the Student’s education during enrollment with the Port Allegany School District Virtual Academy.

Whereas, Responsible Party is willing to accept responsibility for the property set forth below, subject to the terms of this agreement.

Now therefore, for good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged by Responsible Party, the parties intending to be legally bound hereby agree to the following:

1. **Use of Property.** Port Allegany SD shall permit the Student and the Responsible Party to use the equipment listed on the attached property schedule (collectively the “Property”) solely for the education of the Student while enrolled at Port Allegany and for no other purpose.
2. **Term.** This Agreement, unless extended in writing by all parties, shall expire on the earlier of: (i) within five days of Student’s termination of enrollment at Port Allegany Virtual Academy or school district, or July 1, 2018. Notwithstanding the foregoing, PASD reserves the right to terminate this Agreement immediately. Responsible Party shall return all of the Property to the Port Allegany SD within five (5) days of the termination date.
3. **Legal Title to Property.** Legal title to all of the Property shall at all times remain solely in PASD or its designee. Neither the Responsible Party nor the Student shall have any right to the Property except under this agreement.
4. **Condition of Property at Commencement of Term.** Responsible Party agrees to complete, sign, and return any appropriate Textbook & Technology Loan Forms to PASD. This form serves to acknowledge receipt of the Property and to affirm that the Property is in satisfactory operating condition upon receipt.
5. **Responsibility of Property.** Responsible Party will maintain the Property at the Responsible Party’s residence set forth above. Responsible Party shall not move the Property from Responsible Party’s residence without approval from the Port Allegany School District. In the event Responsible Party

intends to move or change addresses during the term of this Agreement, Responsible Party agrees to provide thirty (30) days notice and the new address within the Port Allegany School District. Failure to provide PASD advance notice of any movement of the Property from Responsible Party's residence set forth above may result in termination of this Agreement. Responsible Party will be solely responsible for the Property until it is returned to PASD and shall take all reasonable precautions to protect the Property. Responsible Party agrees to inform PASD of any loss or damage to the Property from any cause whatsoever, except normal wear and tear, within three (3) days of the loss or occurrence of damage.

6. **Maintenance and Repair.** Upon termination of this Agreement for any reason, Responsible Party shall deliver the Property to Port Allegany School District in the same condition, normal wear and tear excepted, as when delivered to Responsible Party. Responsible Party shall be liable for any and all damage caused by accident, negligence, theft, fire, the elements or any other cause. Responsible Party will proactively follow all instructions for Property requiring repairs as directed by PASD.
7. **Use of Property.** Responsible Party agrees that (1) all Property shall be used in accordance with PASD rules and all usage of the Property shall be subject to PASD rules and regulations regarding Network-Internet use and Protocol, School Board Policy 815, any unacceptable usage of the Property and/or violation of Port Allegany School District rules and regulations regarding the Property or Network/Internet protocol may result in the immediate termination of the Agreement.
8. **General Indemnity.** You agree to indemnify, defend and hold harmless us, our employees, officers, directors, agents, assignees, and all affiliated companies and/or entities, from and against any and all claims, actions, suits, proceedings, costs, expenses (including, without limitation, courts costs, witness fees and attorneys' fees), damages, obligations, judgments, based upon Port Allegany School District strict liability in tort ("claims") arising directly or indirectly out of or in connection with any matter involving this Agreement.

In witness whereof, each party has caused this Agreement to be duly executed as of the day, month, and year first written above.

Responsible Party:

Witness:

Signature

Port Allegany School District





As a parent of a cyber-student, you play a critical role in guiding the academic success of your student. Throughout the school year you will be expected to meet the following expectations to support your student and ensure their success in the cyber program.

- Complete the Student Orientation Course with your Student
- Review all policies and procedures listed in the Student Handbook with your student
- Review upcoming due dates with your student on a weekly basis
- Check your student's attendance record in the Gradebook on a weekly basis
- Review your student's grades and teacher feedback on a minimum of a weekly basis
- Review your student's Individualized Learning Plan on a weekly basis
- Review your student's completed work prior to submission on a regular basis
- Contact the Homeroom Teacher immediately if you have any questions or concerns about grading and attendance
- Assist your student in contacting Technical Support if they are experiencing any technical issues

_____ I have read and understand my roles and responsibilities as a parent of a student attending Port Allegany Virtual Academy.





Parent/Guardian Contract

In order for your son/daughter to be successful in Port Allegany Virtual Academy, the parent/guardian needs to be actively involved in the educational process and agree to the following:

1. I will provide a valid email address and notify the program administrator via email (eemerick@pasdedu.org) if that address is changed during the school year.
2. I will provide a valid telephone number and inform the program administrator (814-642-2544) if that number is changed during the school year. Furthermore, the voicemail system must be activated in order to receive messages.
3. I agree that if my child fails the majority of his/her scheduled courses by the end of a marking period (9 weeks), he/she may be removed from the program and be required to re-enter the physical building.
4. I will ensure that my child will report to the designated school building for all mandatory state testing and will provide transportation, as needed.
5. I understand that by signing the Equipment License Agreement, I am financially responsible for the technology and textbooks that are issued to my child and will promptly return all materials at the end of the school year (or at time of withdrawal).
6. I will ensure that my child will adhere to weekly coursework deadlines and submit all materials on time.
7. I will ensure that my child spends a minimum of one hour per day per course in which he/she is enrolled (Monday through Friday). For example, students enrolled in six courses should spend a minimum of six hours per day on school work. Please note: Each student learns at his/her own pace, so the student may need to spend more than the time specified above. All students should be prepared to put in the time necessary to complete each assignment/assessment in its entirety.
8. I will check my child's academic progress on a weekly basis by viewing the Individualized Learning Plans (ILPs) that are sent to my email, accessing the online gradebook, and contacting the homeroom teacher or program administrator to inquire about academic status. I also understand that I need to be actively involved in my child's education.
9. I will ensure that my child will sign into (and actively participate in) the online homeroom session each school day as indicated by the school calendar.
10. I will ensure that my child will have high-speed Internet access so the coursework can be completed.
11. If a situation arises in which my student needs a textbook or has been directed to swap his/her *Cyber School in a Box*™ bundle, I will provide him/her transportation to Port Allegany Elementary or High School.

I understand that if I cannot fulfill this contract, my son or daughter may not be a successful cyber learner in Port Allegany Virtual Academy.

Print Parent/Guardian Name

Sign Parent/Guardian Name

Date



STUDENT EQUIPMENT USAGE POLICY

The laptop computer, printer and textbooks issued to member school districts for use by students in the VLN Partners supported cyber school program are the property of VLN Partners. This equipment is intended for use only by the student for whom it is assigned.

Students are responsible at all times for the care and appropriate use of the laptop computer, printer and textbooks. Students are expected to take reasonable steps to protect this equipment from damage, loss or theft.

- Do not place food or drink in close proximity to the laptop computer, printer or textbooks. Any drinks placed near this equipment should have a secure lid in the event of a spill.
- Prevent the laptop computer from being subjected to extreme or sudden changes in temperature.
- Never leave the laptop computer or printer in a non-secured area for an extended period of time.
- Do not make any permanent, personally identifying marks on the laptop computer, printer or textbooks.
 - Do not place any stickers, labels, tape, candle wax or any other permanent or semi-permanent items on the laptop computer, printer or textbooks.
 - Do not write or draw on the laptop computer, printer or textbook with marker, pen, paint, fingernail polish, etc.
 - Do not scratch or gouge the laptop computer or printer.
- Do not remove or deface the asset tag on the laptop computer, printer or textbooks.
- Do not stick any foreign objects in the laptop computer or printer.
- Due to security settings, students have limited rights and capabilities on the laptop computer. Students should not attempt to install software or hardware, or to change the system configuration of the laptop computer.
- Students should not attempt to repair, upgrade or reimage the laptop computer.

School districts are financially responsible if the laptop computer, printer or textbooks are not returned to VLN Partners in satisfactory working order. The only exception would be hardware returned at the request of VLN Partners Technical Support for a warranty-covered repair.



