

Clay County Schools  
Virtual School Contract

Family Responsibilities

- Complete the required orientation session with student.
- Ensure there is access to the necessary technology device.
- Ensure there is access to daily reliable internet.
- Establish a daily schedule and routine with the student.
- Monitor student's progress and grades within the virtual courses.
- Provide support and encouragement as students are working on their online courses.
- Provide structure and guidance when helping students complete the course work.
- Serves as a liaison between the student and virtual school coordinator as needed.
- Take advantage of resources offered by Clay County Schools.
- Have reliable transportation to and from testing and extracurricular activities.
- Schedule and ensure student completes state testing at the school site.
- Submit documentation of required immunizations and health screenings.
- Complete and return paperwork in beginning of year enrollment folders.
- Sign and return virtual school contract.

Student Responsibilities

- Complete the required orientation session with parent/guardian.
- Begin coursework within the first two weeks of being enrolled in the virtual course and maintain adequate progress (at least five percent of coursework per week) as necessary for successful completion of the course.
- Spend the first days of virtual school making sure you are comfortable with the technology of online learning and capable of mastering the content. Any concerns must be reported to the virtual school coordinator by the end of the first 14 days.
- Maintain consistency in communication with virtual teacher/instructor and virtual school coordinator.
- Submit an end of week progress update email to the virtual education coordinator no later than the following Monday.
- Respond to all emails from the virtual teacher/s and the virtual learning coordinator.
- Submit assignments on time.
- Complete all coursework before the semester ends, so the teacher has time for grading.
- Contact the virtual teacher and virtual school coordinator immediately to report any issues with the virtual course (log-in, submitting assignments, emergencies, etc.).
- Make use of resources. Computer/internet problems will not be accepted as reason for delays in meeting deadlines.
- Take any test (currently only the final exam) that is password protected at a date, time, and location arranged with the virtual school coordinator.
- Students dropped from virtual school due to lack of participation/effort, failure to maintain adequate progress, etc. may be ineligible to apply for future virtual school admission.
- Follow all behavior expectations of Clay County Schools including the Acceptable Use Policy (AUP), which outlines expectations for technology and Internet use.
- Follow the same procedure and expectations of face to face students when in buildings.
- Participate in state testing and WVDE accountability requirements. A student will not be permitted to enroll in virtual school the following school year if he/she has not met all state testing and WVDE accountability requirements the previous year.
- Inform the high school guidance counselor and the virtual school coordinator if you are seeking NCAA participation at the collegiate level to inform them of your intent for proper registration into NCAA approved courses. This is the responsibility of the student athlete and the parent/guardian.

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Family Signature and Date

Student Signature and Date