



CLAY COUNTY SCHOOLS

Clay County High School
1 Panther Drive
Clay, WV 25043
304 587 4226

Clay County Middle School
419 Church Street
Clay, WV 25043
304 587 2343

Virtual School Contract

Family Responsibilities

- Ensure a successful virtual experience by providing structure, guidance, support, and encouragement.
- Ensure student has a device with reliable internet accessibility.
- Set up a parent account in Live Grades at <http://livegrades.com> to monitor grades.
- Provide assistance to the student in trouble-shooting computer problems or answering course related questions.
- Complete Enrollment Packet at in-person school and submit documentation of required immunizations and health screenings.
- Communicate regularly with virtual teachers and respond to each teacher's email or communication within 24 hours.
- Notify the school as soon as an issue arises.
- Provide a specific location free of distractions that allows for monitoring of the students' on-line activities to ensure that they are working on schoolwork or attending live lessons if applicable.
- Help students develop a schedule for each week. The week runs from Saturday to Friday. It is recommended for students to use a written schedule of assignments and cross off each assignment as it is completed.
- Make sure students complete all course work three days prior to the end of each grading period.
- Review student's work before it is submitted ensuring it is the student's original work.
- Take advantage of extended day and extended year programs.
- Ensure students participate in all required school-wide and Statewide Assessments at their local schools.

Student Responsibilities

- Ensure a successful virtual experience.
- Have access to a device with reliable internet accessibility.
- Comply with WV Policy 2460 as well as the County's Acceptable Use Policy.
- Be comfortable using the Internet as means to communicate learning needs and challenges as well as to research.
- Learn and apply new software applications.
- Check my @stu.k12.wv.us email and Live Grades daily and respond to teachers' emails and correspondences within 24 hours, Monday-Friday.
- Log into each course on TEAMS daily (Monday-Friday).
- Troubleshoot computer issues with my family and notify teacher as soon as an issue arises.
- Follow the course expectations and pacing guide listed for each of my classes and devote a minimum of thirty hours per week to my on-line classes. The week runs from Saturday to Friday.
- Prioritize tasks, organize assignments, and manage time to complete assigned work before the deadline.
- Complete all my course work three days prior to the end of each grading term.
- Work independently and submit my original work using the proper citations when needed. I understand that plagiarism is illegal and will not be accepted.
- Take advantage of extended day and extended year programs.
- Participate in all required school-wide and Statewide Assessments at my local school.

Family Signature and Date

Student Signature and Date