

## Bellingham School District Online Learning Registration Application and WSLP Contract 2019-2020 rev 3/19/19

The BVL department currently offers three pathways for students to take high school credit courses which do not require seat time in a school or classroom. BVL Online courses are classes contracted through Spokane Public Schools. Moodle Online courses are online classes that are taught by Bellingham School District teachers but do not require class attendance. Contract courses are independent study classes that are specifically arranged with a teacher to complete coursework.

**Pathways:**     BVL Online\*     Moodle Online\*     Teacher Contract Courses

- *BVL, Moodle Online and Teacher Contract courses require administrator and counselor referral with signature.*
- *Students should expect to commit an average of 5 hours per week towards each 18 week semester .5 course.*

Last Name*		First Name*		Middle Name	Birth Date*	Gender-optional
Current School*	Current Grade*	Student ID #		Counselor		
Student Home Phone*				Student's School E-mail address (@bellinghamschools.org)*		
Student Cell Phone if available				Student's Personal E-mail address (e.g.: @gmail.com, @hotmail.com, etc...)*		
Parent/Guardian Name*		Relationship to Student		Parent's Home Phone	Parent's Cell Phone	
Parent's E-mail address*				Parent's Work Phone	Student Ethnicity*	
<p>*Required Fields: Complete all fields to the best of your knowledge. Registration will not proceed if required fields are not completed.</p>						

### BVL Online and/or Moodle Courses Requested

Course Name- indicate A or B	Circle Fall or Spring Semester or both	Registrar only: BSD Course Code
	Fall or Spring or Both	
	Fall or Spring or Both	
	Fall or Spring or Both	

**Student: State the reason you are requesting taking online or contract course:**

### Required Signatures: Student; Parent; Counselor; Principal for Approval

**Student:** \_\_\_\_\_ Date: \_\_\_\_\_  
 (I have read, understand, and agree to abide by the Bellingham Schools acceptable use policy, BVL's Netiquette Policy and the Student Expectations document issued with this application).

**Parent:** \_\_\_\_\_ Date: \_\_\_\_\_  
 PLEASE VERIFY THE PARENT EMAIL ADDRESS ABOVE  
 I have read the attached Student Expectations, ALE Statement of Understanding and understand the difference between home-based instruction, online or contract courses, and the virtual learning program (when applicable\*). \*Only applicable when student is enrolling under ALE guidelines.

**Counselor:** \_\_\_\_\_ Date: \_\_\_\_\_  
 I approve this registration and written student learning plan for this student's individual educational needs and graduation requirements.

**Principal:** \_\_\_\_\_ Date: \_\_\_\_\_  
 I approve this registration and written student learning plan for this student's individual educational needs and graduation requirements.

## **Bellingham Virtual Learning Online Course “Netiquette” Policy**

Online and network etiquette (called netiquette in cyberspace) exists in the wide world of computers. Perhaps just as important as "real world manners," netiquette rules are necessary because readers draw inferences from your words rather than nonverbal body language. You may not use the Blackboard email account or communication areas within the class for sending or receiving personal messages which are not related to your school work. Be aware that teachers and administrators have complete access to your communications. All postings within the email system or the class discussion area are public. Any inappropriate use of email or communication within the course will result in administrative action. Email messages should be written in a more formal manner than instant messaging but not as rigid as a business letter.

### **Appropriate language is required**

- Show respect for your fellow students and instructors.
- Grammar and punctuation should be consistent with rules of English. For example, capitalize the first letter of a sentence, correct spelling, use punctuation marks, etc.
- Do not capitalize all letters when writing as this means you are shouting!
- Refrain from using abbreviations or use sparingly as a reader may not be able to decipher what it means. (For example, TIA --Thanks in Advance)
- You may use emoticons to express feelings, but remember there is no substitute for a clearly written email.
- Always sign your first and last name to your communications.
- Please do not send chain letters or spam material of any nature to your teachers or fellow students.
- And last but not least, think before you send as you cannot un-send electronic communication

### **Written Student Learning Plan and ALE Student Requirements:**

Washington State **Alternative Learning Education (ALE)** laws require documentation that is unique to online, contract, or remote courses. All student requirements, learning goals and state standards, performance objectives, timelines, certified teacher information, and instructional materials for online or contract courses are outlined in the BVL Student Expectations document. Course descriptions, the individual course syllabus, course schedule, instructor information, and coursework are available for each course on the BVL website or upon student or parent request of the teacher. All courses meet state and district graduation requirements.

**Students must maintain weekly contact: According to Washington State ALE law, students must have weekly personal contact with their instructors. Maintaining weekly contact with the instructor is a basic requirement of BVL, online, and contract courses where students do not attend a traditional class regularly and is the responsibility of the student to meet those requirements. Students who fail to do so are in noncompliance with ALE rules of participation and subject to being removed from the course with potential loss of credit.**

Direct personal contact shall be for the purposes of instruction, review of assignments, testing, reporting of student progress, or other learning activities. Students are required to maintain contact a minimum of once a week. In Bellingham Virtual Learning, online, and contract based courses, the student-maintained direct personal contact requirement can be fulfilled by a two-way exchange with the instructor, such as:

- An assignment/ test/ activity posted to Blackboard that an instructor grades and/or provides feedback on.
- Participation in a discussion board, blog or chat with the instructor.
- Face-to-face meeting with the instructor.
- E-mail exchange with the instructor – explaining, for example, progress being made in the course or to ask a question.
- Phone call with the instructor.
- An e-mail or phone call with student and parent or guardian to the instructor.
- Instant messaging with the instructor.
- Interactive video communication with the instructor.
- Other means of digital communication with the instructor.

### **Students Must Maintain Adequate Progress**

One of the advantages of BVL, online, or contract based courses is that they allow for a flexible learning environment. Students may work on their assignments when and where they would like. At the same time, though, **Washington State Law requires students to make adequate progress in their online or remote contract courses.** Student progress will be evaluated against progress benchmarks which are clearly defined in the course syllabus for each month. In addition to the course schedule, these benchmarks may also come in the form of lesson, unit, assignment and/or assessment completion dates. These established progress benchmarks will allow teachers and students to assess the students' adequate progress in meeting the course learning standards. **At a minimum, students must turn in at least one assignment per week to maintain a status of “making monthly progress,”** but will need to complete all the instructor is asking for each week in order to complete the course on time.

## Intervention Plans and Contracts

Students who do not meet progress and course schedule benchmarks, or respond to teacher interventions, will be placed on an intervention plan, called a Student Success Plan. Failure to meet the requirements of the Student Success Plan will result in removal from the course with a failing grade. Any student not making progress at any point in the course for more than 21 days may be removed from the course at the discretion of BVL or district administration.

## Get Started!

Students must login and turn in assignments immediately to establish and maintain contact with their teachers. Students should schedule time to work on your classes right away.

## Dropping a Class

Each high school determines a pre-established date in the semester to drop a course without penalty to transcript. As with any other class, students who drop an ALE course after this date may receive an F grade on their transcripts. Students who need to drop a BVL course should contact their school counselor.

## Change in Personal Information:

Students should notify online teachers, school counselor, and student support specialist if any personal information changes. This especially includes:

- Email address
- Parent email address
- Home phone
- Cell phone

## INDICATORS OF ONLINE OR CONTRACT BASED LEARNING SUCCESS

1. **Self-aware and informed.** Understand what kind of learner you are and what online learning is like to make a good decision about your course. It is still largely text-based, so a social or hands-on learner will need to keep that in mind.
2. **Self-motivated.** Able to set and reach goals on your own. Inquisitive and interested in taking the course online.
3. **Reading skills.** Enjoy reading or are motivated to read on the given topic. Online students read lessons, read web resources for research, and read teacher responses.
4. **Writing skills.** Enjoy writing or are motivated to write on the given topic. Writing is the basic means of completing online assignments and interacting with the teacher and other students.
5. **Independent learner.** Able to read and follow directions without frequent teacher assistance. Teacher response is timely but not immediate.
6. **Organized.** Able to plan, prioritize, and organize tasks and assignments. Able to set a schedule and meet deadlines.
7. **Problem solver.** Do not give up easily in the face of a challenge. Resourceful and able to find solutions to questions on your own. Know when to seek help and do so.
8. **Active Participant.** Comfortable "sitting in the front row." Online learning is active and requires regular interaction with your teacher.
9. **Time availability.** Able to participate in the course along with your other activities. Online courses require at least as much time as a regular classroom course.
10. **Computer access and skills.** Have access to a reliable computer with an internet connection. Possess basic computer skills to use email, navigate websites, and manage files.

## GETTING STARTED

### BVL Online Courses

- Students must complete all sections of the application, get counselor and administrator approval, and then be enrolled in the course through Skyward.
- The student and parent/guardian signatures indicate that the student and parent/guardian have read, understand, and agree to the BVL policies and expectations.
- A copy of the application will be given to the student and the original kept on file with the school.
- Once a student is enrolled in a BVL course the student should check in with their school's Student Success Coordinator if they have questions or have difficulty logging on or making progress.
  - **Bellingham High School:** Michelle Strobel
  - **Sehome High School:** Amy Brewster
  - **Squalicum High School:** Heidi Covington
  - **Options High School:** Nancy K. Barga
  - **Shuksan Middle School:** Timina Eggert
  - **Fairhaven Middle School:** Linda Gehrcke
  - **Whatcom Middle School:** Beth Schille
  - **Kulshan Middle School:** Kevin Terpstra

- To log on to your BVL course: <http://bellingshamschools.org/online-learning>
  - Click on the BVL/SVL Blackboard Login link under the “Useful Links” tab
  - Your user name is your student ID number
  - Your password is your birthdate: mmddyyyy  
(if there are zeros in the date and it doesn’t work, try again without the zeros)

### **Moodle Online Courses**

- Student must complete all sections of the application, get counselor and/or administrator approval, and then be enrolled in the course through Skyward.
- The student and parent/guardian signatures indicate that the student and parent/guardian have read, understand, and agree to the BVL/Online course policies and expectations.
- A copy of the application will be given to the student and the original kept on file with the school.
- Once a student is enrolled in the Moodle online course the student should check in with their school’s BVL/Online course contact person if they have questions or have difficulty logging on or making progress.
- To log on to your Moodle course: <http://moodle.bellingshamschools.org/>
  - Proceed to login page.
  - Your user name and password are the same as your school district user name and password.
  - If you have difficulties logging on or making progress, contact the teacher of record for the online course.

### **Contract Based Courses**

- Some independent “Contract” courses are available through various teachers and/or programs.
- If the student enrolls in a Contract course (on paper or online) they must follow all of the Online or Remote course expectations within the ALE law or arrange regular seat time expectations with the teacher of record.
- All attempted Contract courses will be recorded on a student’s transcript.

### **Contact / Further Help**

For Assistance or Support with your coursework: Start with your online teacher! If you need further assistance, contact your school’s Student Success Coordinator and/or your school counselor.

### **For administrative questions about the Bellingham Virtual Learning, online, or contract programs:**

Byron Gerard  
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