

**Summer School 2019**  
**Bellingham Virtual Learning & Moodle Health Registration Application**  
**and Washington Student Learning Plan Contract** rev 5/2/19

BVL Online courses are classes contracted through Spokane Public Schools. Moodle Online courses are online classes that are taught by Bellingham Public Schools teachers. Neither program requires class attendance.

**Required Fields:** Complete all fields to the best of your knowledge. Registration will not proceed if required fields are not completed.

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 (@bellingshamschools.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*	
I have a/an (check if applicable)	504	IEP	ELL Support	

**Program:**

BVL Online\*

Moodle Health Online

- BVL, Moodle Online and Contract courses require administrator and counselor referral with signature.
- Students should expect to commit an average of 15 hours per week towards each 6 week semester of .5 course.

**BVL Online and/or Moodle Health Course Requested**

Course Name	Check Semester for BVL	Registrar only: BSD Course Code
	A or B	
	A or B	
	A or B	

**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.

**Required Signatures**

<p>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).</p> <p>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.</p>
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**Required Referral- needs BOTH Counselor and Administrator signatures**

<p>Counselor: _____ Date: _____  I approve this registration and written student learning plan for this student's individual educational needs and graduation requirements.</p> <p>Principal: _____ Date: _____  I approve this registration and written student learning plan for this student's individual educational needs and graduation requirements.</p>	<i>Office Use Only</i>
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## Summer School Fee:

Payment: Full payment must be submitted with application and registration forms at any high school ASB Office	Amount	Total
BVL Course	\$185/.5 credit	
Moodle Health	\$185/.5 credit	
GRAND TOTAL:		

## Student Expectations and Guidelines for Success

**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.
- Email exchange with the instructor – explaining, for example, progress being made in the course or to ask a question.
- Phone call with the instructor.
- An email 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 five assignments per week to maintain a status of "making monthly progress,"** but will need to complete all assignments instructor is asking 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 their classes right away.

### Dropping a Class

Students taking BVL courses for summer school have until June 28, 2019, 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 their summer school BVL course should contact Nancy Barga at 647-6871, ext. 5103.

### **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

## **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.

### **Bellingham Virtual Learning Communication Guidelines**

- 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.
- Finally, think before you send as you cannot un-send electronic communication

## **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 their home high school.
- 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 a BVL course the student should check in with their BVL course teacher if they have questions or have difficulty logging on or making progress.
- BVL Summer School starts June 19, 2019 and ends July 31, 2019.
- 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 Health Online Course

- Students must complete all sections of the application, get counselor and/or administrator approval, and then be enrolled in the course through their home high school.
- 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 Moodle Health teacher if they have questions or have difficulty logging on or making progress.
- Moodle Health starts June 24, 2019 and ends August 1, 2019. Class will meet at BHS in Room 129 at 9:00 on Monday, June 24, 2019.
- 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.

## 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. You can also download BVL Student and Family Handbook on district website.

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

Byron Gerard  
Options High School Principal  
360-647-6871, ext. 5100  
byron.gerard@bellingshamschools.org

Kurt Gazow  
Executive Director, Technology  
360-676-6526  
kurt.gazow@bellingshamschools.org

Nancy K. Barga, Ed.D.  
Assistant Principal, Options High School  
Summer School Principal  
BVL Coordinator  
360-647-6871, ext. 5103  
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