

Seat Time Waiver Student Contract

Step 4
Completed by
counselor/principal

Student Name: _____ School: _____

Student Policy: Due to the uniqueness of the seat time waiver program, certain standards and behaviors are expected of students enrolling in this program. This policy is intended to make both the students and parents aware of these expectations.

As a student enrolled in a Seat Time Waiver program, I am aware that:

1. It is a privilege to participate in this program and, therefore, I am expected to adhere to the highest codes of conduct and integrity as a representative of my school district.
2. I understand that it is my responsibility to have access to the Internet when working on the courses outlined in my seat time waiver program. If I have difficulty with access, I will contact the school to make alternative arrangements.
3. I will adhere to the school's timelines for completion of course requirements. The district's policies will take precedence in meeting program requirements as dictated by the Department of Education.
4. Certain standards are expected of me, as a student. Inappropriate use of the Internet of any kind will not be tolerated. All terms outlined in the district's Acceptable Use Policy (AUP) apply as well.
5. Anything I do in the courses taken can be retrieved and monitored by the mentor at anytime.
6. Course procedures that must be followed are:
 - a. I must communicate with my mentor as well as my on-line teacher on a regular basis.
 - b. I must not inappropriately use information within the course.
 - c. I must follow all other rules as specified by the district, mentor and on-line teacher.
7. I agree to have weekly contact with my mentor to monitor my progress. The mentor teacher will determine a regular time schedule and meeting place.
8. Attendance for weekly contacts is mandatory. If an absence is unavoidable and reasonable, the student must contact the mentor prior to the meeting and reschedule the meeting at the Mentor's convenience. More than two (2) unexcused absences per term is subject to removal from the program.
9. I will be committed to the courses, adhere to the course schedules as prescribed, and I understand that drops will be allowed only as outlined by online provider and the local district add/drop policy.
10. I understand that the courses will be listed on my transcript. The grade assigned will be part of my record and will be included in my cumulative Grade Point Average (GPA).

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Consequences for Violations:

- 1st offense: I will be given a verbal warning. My parents and the local school district will be notified.
- 2nd offense: I will be given a written warning. My parents and the local school district will be notified. I may be removed from the course.

Severe Misconduct:

Regardless of whether the offense is a first time offense, I will be removed from the course and/or program with a grade of "Failing" and will fall within the jurisdiction of reassignment to on campus classes at my local school.

Seat Time Waiver Signatures

_____	_____
Designated School Official	Date

Title	
_____	_____
Mentor Teacher	Date

Student Acknowledgment and Understanding:

I have read, understand and acknowledge all the expectations and the policy as set forth in this document. I agree to abide by the guidelines as stated.

_____	_____
Student Signature	Date

Parent/Guardian Acknowledgment and Understanding:

I have read and understand the student policy and stated expectations for my child and agree to support the seat time waiver program expectations. I understand that participation in my child's education will help determine his/her likelihood of success in the program. Therefore I will monitor and support my student in his/her studies. I agree to be accessible and readily available to the mentor to discuss my child's progress and development. I understand time management and attendance is vital to my student's success. I understand acceptance into this program is a privilege and my child must maintain the contracts and program policies in order to remain enrolled. Failure to follow these policies may result in dismissal from the program.

_____	_____
Parent/Guardian Signature	Date