Shasta View Academy
Online Course Guidelines
Parent & Student Acknowledgment

Please read the following guidelines and procedures for requesting an online course.   Please ensure the assigned SVA teacher, parent, and student, are all in agreement regarding the responsibilities and expectations listed below.

Shasta View Academy may cancel or limit access to any online course if necessary, at any time (please refer to the Technology Acceptable Use Agreement and Student-Parent Handbook for more information regarding student-parent responsibilities and expectations).

Section I: Student & Parent Responsibilities
1. Student must be in good standing in all other enrolled courses.
2. Parent must provide approval and willingness to participate in daily monitoring of course.
3. Parent and student must learn how to navigate the system and procedures for the selected online provider.
4. The student must have consistent and reliable computer and Internet access prior to requesting online courses.
5. Commit to follow through and complete the course once enrolled.
6. Students and parents must be aware of drop policy for the online provider they choose, and the reimbursement restrictions.
7. Students are limited to enrolling in one (1) online course per semester.

Section II: Process for Requesting Online Courses
1. Student, Parent, and SVA Teacher must complete and sign the Online Course Request Form.
2. Submit the signed Online Request Form to the Principal for approval.
3. Requests must be submitted at least one week before anticipated start date.
4. Once approved, the student will be enrolled in the course, with the student's assigned SVA teacher listed as the mentor teacher.
5. Student, parent, and SVA teacher will be notified of begin date of course via email with website link and log in information.

Section III: SVA Teacher Responsibilities
1. Be the mentor teacher for the online course.
2. Complete mentor "training" provided by webinars or other resources by the online provider.
3. If needed, help the student and parent learn how to set up or design a pacing guide for the chosen course; review how to complete and submit assignments.
4. Receive all progress information and communicate with the student and parent on a weekly or bi-weekly basis.
5. If needed the SVA teacher will communicate with the online instructor.
6. Record assignments and grades in PLS each Learning Period and on final Report Card.
7. Collect work samples from the online course for each Learning Period.
8. Keep SVA administrative staff informed on the successes, difficulties, appropriateness, and effectiveness with the online course.