



Covenant House Academy Remote Program Overview and Contract

Covenant House Academy recommends all students attend school in person if possible. For the 2022-23 school year, however, students may work on their coursework remotely. This document will summarize the program and help you get started as a remote (virtual) student.

STUDENT EXPECTATIONS AND REQUIREMENTS:

- Complete 1 unit or 25% of a course per week and 1 course per month (or equivalent amount if working in multiple courses at once.) Must complete at least 1 course every 8 weeks to remain a remote student.
- Complete at least one activity in each class during Count window
- Complete guided notes for each course
- Take unit/final exams in-person (recommended) or supervised by teacher online
- Have at least one 2-way engagement (text, email, Edmentum, phone, in-person) per week with both subject teacher and Guided Study/Advocacy teacher
- Create and follow study schedule of 15-20 hours per week, with a minimum of at least 10 study hours per week, notifying teachers of the schedule (see included calendar template)
- Attend weekly Guided Study/Advocacy sessions unless unable to do so due to work conflict (must inform teacher)
- Participate in weekly live instruction sessions for subject area unless unable to do so due to work conflict (must inform teacher)
- Complete NWEA test upon enrollment, and in Fall and Spring (students may be locked out of courseware if they do not take NWEA)
- Complete tests required by State of Michigan
- Follow CHA student handbook

PACING:

Students enrolling in online classes are responsible for completing all requirements of the course. There are ten terms of approximately four weeks each. In addition to Guided Study, students will have one academic subjects per term, and are expected to complete each course in four weeks or less. Students should, therefore, complete 25% of each course (or one unit) and related learning path exercises each week to stay on target.

POLICIES:

Students working remotely must follow all Covenant House Academy policies, including the district's student handbook, technology agreement and remote learning policies.

WEEKLY CHECK-INS & ATTENDANCE:

Daily attendance is not taken for remote students. Instead, student "attendance" is taken through regular two-way communications between students and their teachers. All remote students must check in with their subject teacher and Guided Study teacher at least once every week. Teachers will host live instruction periods for Guided Study and most courses at least once per week. All students, except those with a work conflict, are expected to attend. Students must discuss conflicts with their teacher in

advance.

These two-way communications can also be done by phone, text, email, Edmentum message, video conference or online chat. **Students that fail to maintain two-way communication with their teachers for two weeks or more may be removed from the remote program and/or Covenant House Academy.**

EDMENTUM CLASSROOM, CLEVER AND COMMUNICATION:

We will post announcements and reminders in announcement boards in Clever and Edmentum. Students should check for these announcements daily. Students can message teachers through Edmentum.

COUNT DAY:

The Michigan Pupil Count Day is Wednesday, October 5th for first semester and Wednesday, February 8th for second semester. **Each student must complete at least 1 assignment or activity for each class on count day or within the 10 days following count day. This is an extremely important requirement for pupil accounting and school funding.**

SUPPORT:

If a student has questions about a course, he or she should contact one of their teachers. If a student needs assistance outside of coursework, their teachers will connect them with one of our social workers, counselors, interventionists or administrators to get them the help they need.

Course COMPLETION & GRADES:

When all coursework has been completed, except for the final exam or project, the student should contact the course instructor to a) submit final project if applicable and b) request unlocking of the final exam. The teacher will mark the class completed when the student passes the final exam, entering final grades in Edmentum and the official school record.

Students are strongly encouraged to come in person to take the final exam. If it cannot be taken in person, the student must schedule a time to take the exam online under teacher supervision.

GUIDED STUDY TEACHER:

Students will have the same Guided Study teacher throughout the year, even as they move from one course to the next. Parents and students should contact the Guided Study teacher with any questions, concerns, or requests. They serve as the primary contact between students and the school and will help in any way possible.

GRADUATION REQUIREMENTS:

The graduation requirements for Remote Students are the same as students who physically attend Covenant House Academy. Beyond the required courses for graduation, students must also participate in school and state required testing.

ACCESSING COURSES IN EDMENTUM:

CHAD Virtual students use the internet and an online program called Edmentum for all their curriculum activities, testing, quizzes, etc. Students login to the Clever Platform to access Edmentum Courseware.

The Clever management and Edmentum Courseware are the core of the online learning experience—this is where and how students come to school every day. Students will be provided with the information necessary to login to Clever at orientation.



Covenant House Academy Remote Program Contract

We have read and understand the requirements and expectations of a remote student at Covenant House Academy and consent to our student's participation as a remote (virtual) student for the 2022-23 school year.

Student Name (Print)

Student Signature

Date

Student Email (Print)

Student Phone Number

Parent Name (Print)

Parent Signature

Date

Parent Email (Print)

Parent Phone Number

Reason for Requesting Remote Learning:

- Student health issue
- Health issue of a family member that requires student to care for that family member full-time
- Student has a full-time job that conflicts with attending school in person during the day
- Students has demonstrated success working remotely and prefers that method of learning
- Transportation difficulties
- Other: _____

Please return this page to enroll as a remote (virtual student):

| Method | Central | East | Southwest |
|---------------------------------|---|--|------------------------------------|
| In Person or US Mail | 2959 MLK Jr. Blvd. Detroit, MI 48208 | 9100 Gratiot Ave. Ste. 101 Detroit, MI 48213 | 1450 25th St. Detroit, MI 48216 |
| Fax | 313-899-6910 | 313-267-4320 | 313-297-8730 |
| Email Picture | kpickles@chayvs.org | nthomas@chayvs.org | kharper@chayvs.org |