1. After meeting with his/her counselor, student must complete and return all paperwork to the counseling office.
2. Counselor will give student a copy of all the enrollment paperwork.
3. Student must bring copies of all the paperwork to their E2020 instructor (Mr. Wellman) during the time listed in the enrollment packet.

<table>
<thead>
<tr>
<th>Instructor:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mr. Wellman</td>
</tr>
<tr>
<td><a href="mailto:jackwellman@wlcsd.org">jackwellman@wlcsd.org</a></td>
</tr>
<tr>
<td>Room D120</td>
</tr>
</tbody>
</table>

For Office Use Only:

**Student Name:** ____________________________

**Course(s) Requested:** ________________

**Semester Requested:** ________________

Counselor met with student, advised him/her on appropriate class, and gave enrollment packet to student on ________________.

Student returned completed paperwork to counseling office on ____________.

Student was advised to meet with their E2020 instructor on ________________.

Draft Revised: 1/18/17
Student and Parent Agreement

Student Name: ________________________ Grade: ______ Hour(s) Requested:_________

Semester Requested: _____ E2020 Course Title(s): __________________________________________

Student email: _________________________ Parent email:______________________________

Student Phone: ____________________School: _________________ Counselor:____________________

Student is: _____repeating the course or _____ taking for the first time

Online learning presents challenges that are different from the face-to-face classroom experience. This form of learning requires a high degree of self-discipline and motivation, the ability to keep up with ongoing, sometimes very demanding expectations without the constraints of a fixed time and place setting, and the ability to deal with isolation that may occur from this form of individual learning.

To be successful in an online class, a student must be a self-starter with a strong sense of direction and the ability to set goals and follow through. A successful online student will work independently, stay on task and maintain a regular schedule of logging on and keeping up with readings, course assignments, homework and other expectations. The content of online courses is generally as rigorous as that found in a face-to-face classroom course. An online class is different, not necessarily easier or harder, and the added factor of self-motivation and self-discipline may cause additional challenges.

It is ESSENTIAL that you understand these factors before you proceed with an on-line course. (Student must Read and Initial each line acknowledging understanding)

Students will be subject to the E2020 guidelines. In addition, students will be subject to the requirements and conditions that are established by Walled Lake Consolidated Schools for student participation in an online course. Students will also be expected to participate in an on-line course for the duration of the period it is offered, regardless of the school calendar. With building principal approval, this may also apply to alternative on-line providers.

Students will be subject to the Walled Lake Consolidated Schools Technology Usage Policy and Acceptable Use Policy (AUP). An AUP contract, signed by a parent or guardian and student, must be on file.

Students will be issued a password account for the duration of the on-line course. Students may access their account during their assigned on-line course period to communicate about on-line coursework only.

Existing school policies on cheating or fraud will apply to online classes. Some online classes will require that exams and tests be given in the school setting and be proctored by the onsite teacher. The same policies that are applicable to cheating and dishonesty issues will apply to students in the online environment.

It is the expectation of Walled Lake Consolidated Schools that a student will conduct him/herself in compliance with all student rules and regulations, even if the student is taking the online class in another setting. If inappropriate behavior is reported while a student is participating in an online course, the school code of conduct will be enforced.

E2020 Credit Guidelines
(Read and Initial each line acknowledging understanding)

Draft Revised: 1/18/17
1. Students may be enrolled in E2020s course for credit recovery or course advancement. Upon successful completion of a course taken for credit recovery, a student may apply for a best work transcript that would apply to the final transcript GPA if approved.

2. Students may be enrolled in the E2020 class during the regular school schedule.

3. Students will be subject to regular school procedures for dropping an online class.

4. Attendance guidelines for online classes offered during the school day will be the same as regular classes.

5. Students will be subject to the student conduct code while working online.

6. If a student is enrolled in the course during the day, students will be assigned to a computer lab. The proctor or building CRT will help with technical problems, but does not instruct the student. The teacher will take attendance. The building CRT is available for help with any problems accessing the course or on-line materials, any technical issues or computer problems.

7. In situations when the course is taken during the school day, students will be expected to use their class time working on the course. Students who are consistently off-task will be referred to their administrator for discipline.

8. The instructor will be the primary person responsible for the evaluation process of each student. Final grades will be delivered to the school as a percentage using the district grading scale.

9. The school is not responsible for the daily progress of the student. Grades will be posted in Skyward, and parents can view grades using their students' E2020 accounts; the progress report is located on the Lobby screen.

10. Students who are failing a course and are no longer using their class time to work on the course will be assigned to a location in the school other than the computer lab. Students will receive an E on their transcript.

11. Students must be able to focus on a computer for the required time without distracting other students.

12. Students are responsible for obtaining any needed supplies required for the course. Students must come with
   a. Pen/pencil
   b. Paper for taking notes
   c. Headphones

13. All assignments must be completed. A student may not move forward in a course until each assignment is completed.

We have read and understand and agree to all the rules and conditions of the Flex 2020 / Walled Lake Consolidated Schools Student and Parent Agreement.

Student Acknowledge 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 stated.

_________________________________________________ _________________________
Student Signature Date

Parent/Guardian Acknowledge and Understanding:
I have read and understand the student policy and stated expectations for my child and agree to support the Flex Education 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 instructor 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

File: CA-60

Draft Revised: 1/18/17