



Send this form, along with the required cover page to:  
**Connections Academy Enrollment**  
 By fax: 1-800-887-6590  
 By mail: 1000 Lancaster St., 6th Floor, Baltimore, MD 21202  
 Questions? Call 1-800-382-6010.

## 2006-07 Parent/Learning Coach Acknowledgment (PLCA) Oregon Connections Academy (ORCA)

All parents/guardians who want to have access to the Learning Management System (LMS) must sign this acknowledgment as part of the application. Complete one form per student. Parents are not required to act as Learning Coaches but may designate another individual by completing the Designated Learning Coach Agreement (DLCA). Download and print a copy of the DLCA from the Virtual Library or contact the Enrollment Team at 1-800-382-6010.

**Student:**

\_\_\_\_\_  
Last Name

\_\_\_\_\_  
First Name

\_\_\_\_\_  
Middle Name

- ✓ All of the information that I have provided on the student, caretaker, and family application forms is accurate. I understand that I am responsible for reviewing this information, and I will notify the school immediately of any errors or changes.
- ✓ I understand that except for designated part-time programs, **I am registering my student in a full-time public school** that has specific rules and standards, including a defined school calendar and required assessments.
- ✓ I understand that my student may be required to attend mandatory meetings and standardized tests required by the school. I am responsible for transporting and supervising my student during his or her participation in any school activities.
- ✓ I understand that I will be financially responsible for any school property, including property that becomes damaged, is moved to another location, or is not returned when requested by the school.
- ✓ I understand that my student and I will be bound by the rules and other provisions set out in the School Handbook.

I understand that the following criteria are necessary for the Learning Coach and the student to be successful in this program. If I choose to designate a Learning Coach, I understand that I must also complete the Designated Learning Coach Agreement (DLCA).

**Learning Coach**

- ✓ The Learning Coach should be at least eighteen (18) years of age and can read and understand English.
- ✓ The Learning Coach should be able to deliver lesson plans, follow instructions, and supervise my student to perform assignments and assessments and should use the LMS as instructed.
- ✓ The Learning Coach should be physically available in the same location as my student during learning activities, will schedule enough time in my day to assist my student, and will submit required work.
- ✓ The Learning Coach should be responsible for ensuring that my student has a suitable place for schooling, completes his or her work, and makes adequate progress as defined by my student's teacher(s).
- ✓ The Learning Coach should mark my student absent or present for each school day according to the procedures established by the school.
- ✓ The Learning Coach should communicate regularly, and as requested, with my student's teacher(s); should have phone contact at least once every two (2) weeks, or more frequently, as required by my school or district, and should allow direct communication between my student and the teacher(s). The LMS should be accessed daily, when possible, and in no event less than three (3) times per week.
- ✓ A Learning Coach is highly recommended, but if I am not able to act as the Learning Coach and cannot find one to designate in my place, I understand that the school will discuss alternatives with me but is not responsible for providing a Learning Coach. (Contact the Enrollment Team if you need assistance.)

**Parent/Guardian:**

\_\_\_\_\_  
Last Name

\_\_\_\_\_  
First Name

\_\_\_\_\_  
Middle Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Parent/Guardian:**

\_\_\_\_\_  
Last Name

\_\_\_\_\_  
First Name

\_\_\_\_\_  
Middle Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

4-05

## PARENT/LEARNING COACH AGREEMENT (PLCA)

### Part A - Learning Responsibilities

I UNDERSTAND AND AGREE TO THE FOLLOWING (*Parent and Learning Coach to read and initial applicable boxes below*):

- I am registering my child(ren) in a full-time public school that has specific rules and standards and a defined School Calendar. I cannot register my child(ren) in any other full-time public school (except for Students in a part-time Connections Academy program).
- I am solely responsible for obtaining, safekeeping, and returning the School's property (even where provided to a Learning Coach) and can only use it for educational purposes to teach my child(ren).
- I, or an authorized adult, will be present with my child(ren) at any site designated by the School to participate in Student counts, mandatory meetings, and any standardized tests that states and/or schools are required to administer under state or federal law.
- I have read, understand, and will follow all the rules set out for a Parent in the PLCA and the Student Handbook ("Handbook").
- I will provide my child(ren)'s records and accurate information to the School upon request.
- I will find a qualified Learning Coach if I cannot be the Learning Coach. I will make sure that my child(ren) is (are) safe, able to learn with the Learning Coach, and that the Learning Coach follows the PLCA and the Handbook.

*Parent to complete if the parent is the Learning Coach. If more than one Learning Coach, complete additional PLCAs.*

- I am at least eighteen (18) years of age and can read and understand English.
- I am able to deliver lesson plans and School instructions and supervise my Student(s) to perform assignments and assessments.
- I will be physically available in the same location as the Student(s) during learning activities, will schedule enough time in my day to teach my Student(s), and will submit required work.
- I am responsible for ensuring that my Student(s) has (have) a suitable place for schooling and that he or she (they) complete(s) his or her (their) work and makes (make) progress.
- I will mark my Student (s) absent or present for each School day.
- I have read, understand, and will follow all the rules for a Learning Coach set out in the PLCA and the Handbook.
- I agree to be in touch with my Student(s)' Teacher and have phone contact at least once every two (2) weeks, including allowing direct communication between my Student(s) and the Teacher.
- I will make regular use of the School's Learning Management System ("LMS") as defined in Section D'12.
- I will complete any required online orientation required for the School to send any equipment or materials to the Student's home.

**STUDENT AND LEARNING COACH CONFIRMATION: Fill out the names of the Learning Coach(s) and the Child(ren) below**

Name of Child(ren) registered	Name of Learning Coach	Learning Coach Signature (if not Parent/Guardian)	Date

For a full disclosure of the terms and conditions of this agreement, please refer to the *Consent to Disclosure of Educational Records Form*. By signing below, I agree the information above is accurate. I acknowledge that I have read, understand and agree to the provisions of this agreement, including the terms and conditions attached hereto, and if I violate these rules, the School may consider me in material breach of this Agreement. Material breach may, at the option of the School, and where permitted by state law or regulation, obligate me to return all of the School's instructional materials and may disqualify my child(ren) for continued enrollment in the School, subject to any due process procedures contained in the Handbook. \*By signing above and checking the boxes the Learning Coach also confirms that s/he has read, understands and will abide by this Agreement.

Connections Academy School \_\_\_\_\_  
 Parent/Legal Guardian \_\_\_\_\_  Check if Guardian Parent/Guardian \_\_\_\_\_  Check if Guardian  
 Signature \_\_\_\_\_ Signature \_\_\_\_\_  
 Date \_\_\_\_\_ Date \_\_\_\_\_

PLEASE SUBMIT THIS PAGE ONLY VIA FAX OR MAIL TO CONNECTIONS ACADEMY AT THE ADDRESS ABOVE. For help completing this form, call 800-382-6010. Si usted necesita ayuda en rellenar este formulario, marque 800-382-6010 por teléfono.

## TERMS AND CONDITIONS OF THE AGREEMENT

This Parent/Learning Coach Agreement (Part A-Learning Responsibilities) (the "Agreement"), is agreed to by all of the parent(s) or guardian(s) (whether one or more, the "Parent"), and by the designated Learning Coach (s) ("Learning Coach") and the School for the 2005-2006 School year for the child(ren) identified in the Student and Learning Coach confirmation (page 1) (whether one or more, the "Student") identified in the Student and Learning Coach confirmation (page 1).

### A. SCHOOL'S RESPONSIBILITIES

1. The School will contact the Parent on a regular basis and treat the Parent as a valued and respected partner in the common goal of student academic success.
2. The School will partner with the Parent to provide a Personalized Learning Plan ("PLP") to meet the Student's individual learning needs.
3. The School will provide a quality instructional program, including curriculum, instructional materials, and certified, well-trained teaching staff.
4. The School will have technical and Student Support available from 9:00 a.m. to 6:00 p.m. EST to assist the Parent, Student, and Learning Coach.
5. The School will make a strong effort to incorporate all stakeholders' feedback for the continued improvement of the Program.
6. The School will encourage the Student's social interaction with other School Students and families by supporting Community Coordinators in their efforts to organize various field trips and community events.
7. The School will assist the Parent with tips on organizing the workspace and establishing a flexible instruction schedule.
8. The School will pay attention to the special needs of the Student and follow Individual Education Program ("IEP") and Free and Appropriate Public Education ("FAPE") requirements for services and modifications to address the Student's unique needs.
9. The School will support the Parent in providing School records or other required information to transfer the Student to another educational program where proper procedure in accordance with state and federal law is followed.
10. The School will always operate with the best interests of the Student in mind.

### B. PARENT'S RESPONSIBILITIES - GENERAL

1. The Parent agrees to perform the duties of a Learning Coach as outlined in Section D if s/he meets the criteria, or must designate a Learning Coach who meets the criteria and is able to perform the duties set out in this Agreement. \*
2. The Parent will be responsible for the actions of the designated Learning Coach and will ensure that the Learning Coach adheres to this Agreement and the Handbook.
3. The Parent will ensure that the Student participates in School mandated assessments, and in any assessments, immunizations, Student counts, mandatory meetings or screenings, as is required for any public school by state or federal law.
4. The Parent shall be responsible for the safety of the Student while involved in School activities, while the Student is under the Parent's, Learning Coach's or other authorized adult's supervision. Where the Parent permits the Student to

participate in any field trips or community events organized by the School's Community Coordinators or any Parents, the Parent acknowledges that such participation will be at the Parent's and Student's own risk and the Parent shall ensure that the Student is accompanied by a Parent or an authorized adult, and shall retain full and sole responsibility for the Student.

5. The Parent acknowledges s/he has been informed of the School's mandatory state testing requirement, agrees to adhere to this requirement, and will be responsible for ensuring the Student's attendance at the designated test center. The Parent will ensure the Student is transported to any required in-person activities such as standardized tests that states and/or schools are required to administer under state or federal law. The Parent will be solely responsible for the Student's participation in the mandated tests, including any accidents or incidents occurring, both in the transportation of the Student by the Parent or another authorized adult to any test site and for the Student while they are present at the facility either under the supervision of the Parent or an authorized adult. Failure of the Student to participate in the standardized tests that states and/or schools are required to administer under state or federal law, without sufficient cause, shall be a material breach of this Agreement. The sufficiency of the cause for such failure to participate shall be determined by the School, in its sole discretion. Any such breach of this Agreement may disqualify the Student for continued enrollment in the School, subject to any due process procedures contained in the Handbook.

testing

6. The Parent shall be responsible for ensuring that the Student meets any attendance and assignment completion requirements as indicated in the Handbook, and as required by state law or regulations.

7. The Parent shall fully cooperate with the School in administering placement tests and completing all required forms and enrollment documentation. The Parent acknowledges that School materials and equipment will not be shipped unless the required information has been provided.

8. The Parent agrees to read the Handbook prior to signing this Agreement and agrees to abide by its terms. During the enrollment process the Handbook will be available for review online in the Virtual Library, or lacking access, the Parent can request a copy by mail. During the School year, the Handbook will be posted in the Virtual Library and may be updated during the year.

9. The Parent shall be responsible for ensuring all provisions pursuant to a court order, state statute, or legally binding document relating to such matters as divorce, separation, or custody are adhered to (e.g., requests for permissions of ex-spouse/natural parents). Unless the Parent provides to the School evidence and written notice of any such document that will affect this Agreement, the School will give full educational record disclosure rights and access to all signatory Parents/Guardians. The Parent shall submit a **Consent to Disclosure of Educational Records Form**, available online after the first day of School, to request permission for anyone else.

10. The Parent can withdraw the Student from the School at any time by providing written notice and informing the School of the Student's placement in a qualified educational program as permitted by state law. The School shall have the option of requesting a conference with the Parent prior to such action being taken.

11. The Parent shall be responsible for providing the School with updated contact information (address, phone numbers, e-mail, etc.) and keeping the information on the Student Information Form in the LMS current to ensure s/he is not in breach of this provision.

12. The Parent agrees to indemnify, defend, and hold harmless the School and any resident District or authority, their respective employees, officers, directors, agents, assignees, and all affiliated companies against all claims, actions, suits, proceedings, costs, expenses, damages, obligations, judgments, orders, penalties, fines, injuries, liabilities, or loss to the Parent, Learning Coach, or Student arising directly or indirectly out of or in connection with any matter covered by this Agreement other than those caused by the School.

## C. PARENT'S RESPONSIBILITIES - INSTRUCTIONAL MATERIALS

1. The Parent will be responsible for obtaining basic school supplies, such as pencils and paper, according to the list provided at the start of the year.
2. The School permits the Student, Parent, and the Learning Coach to temporarily use and possess its instructional materials, which temporary right expires at the end of the School year, upon the Student's termination of enrollment, or withdrawal for any reason.
3. The Parent shall be solely liable for the safe keeping, and for the loss or damage of the School's instructional materials while in his/her or the Learning Coach's possession, and for ensuring that these are not sold, distributed, loaned, or used for any purposes other than the instruction of the Student. Materials will be shipped only to the Parent's home address. Where the Learning Coach is not the Parent, the Parent is solely responsible for providing instructional materials and equipment to the Learning Coach and retrieving them at the end of the School year.
4. The School does not permit the Parent to move the School's instructional materials to another location, either within or outside the State, other than the home address provided to the School, without specific authorization. Failure to get authorization for any such move from the School is considered a breach of this Agreement.
5. The Parent shall be responsible for confirming the inventory of all instructional materials provided to the Student according to the packing list. Some materials may be used, but should be in good condition. If a Parent receives any materials that are not in useable condition, s/he should notify the School within seventy-two (72) hours of receipt of any discrepancies by Web Mail or by calling Student Support at 800-382-6010. If the Parent fails to provide this notice s/he will be deemed to have received all required materials in a satisfactory condition and any subsequent communication or requests to the School regarding missing materials may result in the family being invoiced for a replacement of any such missing materials.
6. The Parent acknowledges that the School reuses non-consumable materials and understands that any instructional materials or equipment returned in a damaged condition will result in reasonable and customary repair or replacement charges as permitted by state law.
7. The Parent acknowledges that returning Students, or those seeking to progress to a new level, or receive new course materials, must return all instructional materials prior to receiving any new materials.
8. The Parent shall immediately return instructional materials at the end of the School year or upon disenrollment or withdrawal for any reason. The Parent will be responsible for returning School instructional materials as follows:
  - (a) Where Students disenroll within one hundred and twenty (120) days from the start of the School year, the Parent shall return ALL unused consumables such as paints and ALL non-consumables such as textbooks, hard and soft covered trade books, maps, etc., as per the detailed list provided by the School, within seven (7) days of any demand for their return made by the School. Any materials not returned will be charged to the Parent at the replacement cost.

Where Students disenroll after one hundred and twenty (120) days from the start of the School year or at the end of the school year, the Parent shall return ALL non-consumables within seven (7) days of any demand for their return made by the School. Any materials not returned will be charged to the Parent at the replacement cost.
9. Returned instructional materials shall be in the same condition as delivered, normal wear and tear excepted. The School will pay the return shipping costs by arranging for return labels or a call tag. If this attempt is unsuccessful the Parent will be responsible to return instructional materials at his or her own cost. The Parent is responsible for returning all materials in their original shipping packaging or obtaining replacement packaging at his or her own expense, as instructed by the School. The Parent will be invoiced for any damages to School instructional materials resulting from improper

packaging and/or shipping procedures employed. The Parent is responsible for maintaining documentation that materials were provided to a shipper authorized by the School.

#### D. LEARNING COACH'S RESPONSIBILITIES

1. The Learning Coach is required to meet the following criteria:
  - (a) Be at least eighteen (18) years of age;
  - (b) Have the capacity to read and understand English, deliver lesson plans and other instructions provided by the School, and supervise the Student in the performance of his/her assignments and assessments;
  - (c) Be physically available in the same location as the Student during learning activities;
  - (d) Be able to provide a suitable location for the Student's instruction;
  - (e) Be willing and able to ensure the safety of the Student while under his/her supervision; and
  - (f) Be willing and able to perform all of the duties of a Learning Coach as outlined in this Agreement.
2. The Learning Coach shall read and sign this Agreement and abide by its terms, as confirmed by the Learning Coach's signature in the Student and Learning Coach confirmation (page 1).
3. The Learning Coach acknowledges that s/he is not an employee, contractor, or affiliate of the School and that the School has no responsibility for the Learning Coach's activities or actions.
4. The Learning Coach shall satisfactorily complete any required online orientation and/or training sessions before the School will ship any equipment or materials to the Parent's home address. The School's and state's policies may make an exception for a Learning Coach who does not have computer and/or Internet access.
5. The Learning Coach shall read and make sure s/he understands the provisions in the Handbook, including any amendments, and abide by its terms.
6. The Learning Coach shall prepare and document a schedule of instruction for the Student in accordance with the instructions provided by the School.
7. The Learning Coach shall assist with developing a PLP for each Student. The Learning Coach must provide regular guidance and instructional assistance to the Student, and must communicate regularly with the School regarding the Student's instructional activities in the manner outlined in the PLP.
8. The Learning Coach shall administer all assessments and other progress measures provided by the School, including the School mandated assessments, and submit them to the School as requested in a timely fashion.
9. The Learning Coach shall ensure that the Student completes the required hours of instruction in a School year (as defined in the Handbook) to complete one (1) grade level. The Learning Coach will schedule a minimum of three (3) to six (6) hours of instructional time per day as required depending on the Student's age and grade level.
10. The Learning Coach must regularly review and discuss completed work with the Student, and encourage the Student to progress at his or her own pace to complete his or her assigned lessons.
11. The Learning Coach will report any instructional or Program difficulties to the School as outlined in the Handbook.
12. The Learning Coach shall log into the School's LMS, preferably on a daily basis. Failure to access the system an average of four (4) days out of every seven (7) calendar days (except during scheduled vacations or excused absences as set out in the Handbook) will result in a conference between the Learning Coach, Parent, Teacher, and School Principal. Continued failure to access the system may result in the School terminating Internet subsidy payments and the Student's enrollment.

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13. The School operates according to a defined School Calendar. Unless the state provides additional funds to operate an official summer school program, no additional services or curriculum will be provided for learning activities over the summer. Students are *not* permitted to obtain a new set of the next year's curriculum for the purposes of accelerating their studies over the summer. Based on the particular arrangement in each state and with approval of the Principal, the Learning Coach may be able to extend the School year for Students who have enrolled for the following School year, so long as the last School day is no later than the earlier of two (2) weeks after the end of the scheduled School year. Students will have the continued use of the LMS in order to complete their courses of study and will be permitted to keep their curriculum and computers through this extended time period. All materials for Students who have completed the current School year, but are not continuing at the School, must be sent to the School within seven (7) days of the last day of School. All materials to be returned by Students who will be continuing at the School must be sent to the School within seven (7) days of the last day of School. Students who have not returned materials as required within this timeframe, will be in material breach of this Agreement and subject to the remedies in Section E.

14. The decision to advance to a new course during the School Calendar will be made collaboratively by the Parent, Learning Coach, Teacher, and Principal according to the criteria established in the Handbook. It is not a good educational practice to start a new course at the end of the school year and hence, a Student may not advance to a new course after March 15<sup>th</sup> without the expressed permission of their Teacher and Principal.

**E. SCHOOL REMEDIES ON BREACH OF PEOA OR HANDBOOK**

1. In the event that the Parent violates the provisions of this Agreement and the Handbook, the School has a number of remedies as permitted by state law or regulation. The School reserves the right to suspend or terminate the Student's use or possession of its instructional materials, terminate the internet subsidy where provided, subject the Student to any due process procedures contained in the Handbook, evaluate the Student's priority or continued enrollment in the School, notify the resident District upon breach of this Agreement or of any provision of the Handbook and to pursue any legal action.

2. In the event that the Parent fails to adhere to the provisions for the return of materials in Sections C and D.13, the Parent hereby consents to the entry of an injunction, in any Court of competent jurisdiction, ordering the immediate return to the School of any instructional materials should the Parent fail to return any such items within seven (7) days of any demand for their return made by the School, or upon election of the school payment of damages to the School of the cost of the items to the School as per the amount specified on the invoice provided to the Parent. Such a remedy applies both to terminations before and after the end of the School year. Failure to return the School's materials may result in further legal action and notification to the resident District.

3. The Parent hereby agrees to submit to the jurisdiction of and venue in the state and county in which the principal place of business of the Connections Academy School in which the Student is enrolled is located for any legal proceeding necessary to interpret or enforce this Agreement, or to seek monetary damages for the breach hereof. The Parent further agrees that any judgment entered as a result of any such action may also be transferred to, and enforced against Parent, in any other county in which the Parent resides.

4. In any action brought under this Agreement, if the School is the prevailing party, the Parent agrees to pay the School all reasonable attorney fees, all court and litigation costs (including filing and service fees), and legal interest on any award or judgment in favor of the School and incurred in connection with the enforcement of a judgment arising from such action or proceeding.

*If a Parent or Learning Coach believes that the School or its vendors are not in compliance with their responsibilities as outlined in this Agreement or in the Handbook, information about how to resolve any issues is contained in the Parent Due Process Section of the Handbook or may be obtained by calling the School Principal.*