

# PART-TIME Learner Agreement

Print Learner Name

## North Fork VISION Home & Community Program 2011\_2012 CONTRACT OF AGREEMENTS

The North Fork VISION Home and Community Program is a public school within the Delta County School District, therefore any student entering into the program must understand that all funds and accountability must meet all state standards. This program recognizes that it is the primary responsibility of the parent to choose and oversee the proper education and training for any and all children under their care.

**Part Time Learners of the program are officially registered as “home school” students with the state of Colorado. These families need to complete a “home school” registration at the Delta County School District Special Services office before submitting enrollment paperwork to the North Fork VISION HCP.**

### 1. OVERALL PROGRAM AGREEMENTS

**As a participant or family in the North Fork VISION Home & Community Program, you agree to:**

- Maintain a cooperative, working relationship with the program.
- Maintain a cooperative, working relationship with our Resource Consultant (RC).
- Keep your agreements. Our program operates upon agreements. Learners and families are expected to keep their program, RC and learning agreements. Failure to do so may result in suspension of funding or access to credits, and/or being exited from the program.
- Travel to Paonia for meetings if the RC is unable to make other meeting location arrangements
- Document learning hours:
  - **Part-Time** - 90 hours per semester (90 hours with an outside educator).
  - Hours & credits will only represent instruction that is secular in nature as defined by the Delta County School District **and** must be tied to an outside educator
- Reimburse the program for any funds allocated to the participants through the funding process should they exit the program prior to October 1<sup>st</sup> of the contracted school year.
- Complete all required program paperwork which includes (but is not limited to):
  - Application, Registration, Contract of Agreements, Immunization Form, Crossover Agreement (if applicable), Vo-Tech Application (if applicable), RC Agreements, Educator Agreements, Learner Schedule and Logging of Semester Attendance (learning hours in Paragon).
- Meet with RC once a month (at minimum). Work with your RC to create an Individual Learning Plan (ILP) for each child with regard to the 90 outside hours.
- Attend and participate in required program events: Back-to-School Night and Learner Showcase for all Learners, Individual Academic and Career Plan (ICAP) Training for HS Learners and Senior Showcase for seniors.
- Be responsible for the Learner between classes at the VISION office. If a Learner is taking classes at the VISION Office, the Learner must be picked up after classes and not left at the office unsupervised. Unless attending a scheduled class, meeting or special arrangements are made; all students must be out of the office by 3:00pm on Mondays, Tuesdays and Wednesdays (when the office closes). Learners are to be in the building on Thursdays or Fridays, weekends or before and after hours only if participating in a scheduled, supervised activity. If conflicts arise, Due Process will be followed.
- All forms of technology being utilized through goods purchased with VISION funds and technology used at our office or classroom, including but not limited to, the Internet and

Electronic Mail, must be used in a responsible, efficient, ethical and legal manner. Failure to adhere to this might result in revocation of purchased items.

- Contact the Learner Coordinator if a conflict or situation does arise in which the family or participant is either not comfortable speaking with the Resource Consultant directly, or needs additional support.
- Abide by Delta County Schools Districts Code of Conduct, File: JICDA.

Initials: Family \_\_\_\_\_ RC \_\_\_\_\_

(Policy #VHL106, #VHL107, #VHL108, #VHL109, #VHL110, #VHL111, #VHL112, #VHL113, #VHL114, #VHL#VHL115, #CRR102, #EDU103)

## 2. FUNDING REQUIREMENTS

**As a participant or family in the North Fork VISION Home & Community Program, you agree to the following:**

- Complete and submit in Paragon initial Individual Learning Plan (ILP) by September 19<sup>th</sup> to have access to the full funding amount of up to \$1,075 for the year. Learners completing ILPs after the September 19<sup>th</sup> deadline, without an approved written exception request from the Director, will have access to up to \$925 for the year. Learners enrolling in the program after October 1<sup>st</sup> will have access to \$250 to help support the ILP and may work with an RC monthly.
- Turn funding into the RC by the agreed upon date in your RC agreement in order for funding to be processed that month. **All submitted receipts must be originals.** These receipts will be attached to the submitted funding paperwork.
- Use funding for educational purposes only, which cannot be used to gain financial profit for the Learner or the family.
- Follow the established school district funding guidelines for the North Fork VHCP.
- Close purchase orders to have any further funding processed. A “closed” purchase order is one that has been followed up with a receipt of payment for the expense funded.
- Answer the Document Funding Guideline questions when applicable. Items that require additional documentation include:
  - Physical Education Participation Fees, Equipment, Mileage, School Furniture, and Educational Diagnostic Testing & Therapy
- Request funds for items based on needs identified within the Learning Plan such as curriculum, tutors, classes, educators, technology equipment and software.
- Request funds for items that are secular in nature as defined by the Delta County School District.
- Request funds for educational trips through the Funding Committee.
- Provide a signed *Educational Resource Acknowledgment* form for non-consumable items prior to submitting a purchase order or reimbursed request.
- Return any non-consumable Educational Resource item to the program if it is no longer needed or the Learner has exited the program.

Initials: Family \_\_\_\_\_ RC \_\_\_\_\_ (Policy #CRR101, #CRR103)

**3. EDUCATOR NETWORK & PHOTO RELEASE**

**As a participant or family in the North Fork VISION Home & Community Program, you also agree that:**

- Participants in the VISION program may utilize any educator of their choice. However, if Delta County School District public funds will be used to pay the educator, the program does require educators to pass an Avert screening and background check. It is still the primary responsibility of the parent or guardian to assure themselves of the appropriate background of any educator in contact with the Learner.
- If for any reason you do not want your Learner’s photo in the VISION website, newsletter, yearbook, or in the local newspaper, it is your responsibility to give a letter to your RC stating this request, which will then be placed in the Learner’s records at the office.

Initials: Family\_\_\_\_\_ RC\_\_\_\_\_ (Policy # EDU101, #EDU102)

**1. Unforeseeable or Required Changes:**

**As a participant or family in the North Fork VISION Home & Community Program, you understand and agree that:**

- There are times when lack of funding and new requirements from the state and/or district may cause necessary changes to our program that may impact this agreement after the school-year begins. Should such circumstances arise, you will be notified as soon as possible of required changes.
- You will comply with any required changes

Initials: Family\_\_\_\_\_ RC\_\_\_\_\_

By signing this agreement, the Learner, Parent/Guardian, and Resource Consultant agree to abide by this contract in its entirety. Failure to abide by this contract and other program policies may result in:

- 1) The suspension of any funding or schoolwork credits available to the Learner or family, or
- 2) The termination of this contract by the program resulting in a Learner’s exit from the program.

Date: \_\_\_\_\_

Printed Name of Learner: \_\_\_\_\_

Primary email address: \_\_\_\_\_

Learner Signature: \_\_\_\_\_

Parent or Guardian Signature: \_\_\_\_\_

Resource Consultant Signature: \_\_\_\_\_