

# MC@Home

## Contractual Agreement

Thank you for your interest in enrolling with MC@HOME (Home Online Managed Education). It is our top priority for students to be set up for success! The online learning environment requires a lot of self-discipline and organization. We have found that students are most likely to be successful when they...

- Are self-motivated, independent learners
- Are effective time managers.
- Have adequate time and opportunity to study.
- Have good word processing skills, good written communication skills and a high reading comprehension level.
- Have parental/guardian support.

In addition, students must reside in a district that has a non-resident agreement with Marshall County.

Our goal is to offer an online curriculum for Marshall County Students. The program we use is called Plato, which is a Kentucky standards-based program. Along with our curriculum, we provide experienced educators to support students as they navigate and complete courses online.

### **Criteria for enrollment:**

#### **Student Readiness and Commitment:**

- **Self-motivation:** Students must be able to direct their own learning environment, fulfill course requirements, and achieve individual academic success.
- **Independent learner:** Students must be able to direct their own learning environment, fulfill course requirements, and achieve individual academic success.
- **Computer literate:** Although it is not necessary to have advanced computer skills, students should possess a working knowledge of e-mail, the Internet, and basic keyboarding and word processing skills.
- **Time management:** Students must be able to organize and plan their own best “time to learn.” There is no one best time for everyone, but the key to learning is to commit the time to learn.
- **Effective written communication skills:** Students must use electronic mail. The ability to write clearly in order to communicate ideas and assignments is very important to student success as well as a means to inform instructors of any concerns or problems.
- **Personal commitment:** Since there are no bells that begin and end classes, students must have a strong desire to learn and achieve knowledge and skills via online courses.

Making a commitment to learn in this manner is a very personal decision and requires a strong desire to participate in the program in order to achieve academic success.

### **Information about MC@Home:**

- MC@Home students are part of the Marshall County Public School District.
- Students must have access to a computer and internet access in order to participate in the program.
- All MC@Home student must participate in state assessment tests.
- All students must keep in contact on a regular basis with the staff of MC@Home.
- Parents are expected to work closely with their student.
- MC@Home students would not participate in extracurricular or co-curricular activities with students who attend Marshall County Schools.
- Upon graduation, students would receive an MC@Home High School Diploma from the Marshall County School District.

## **MC@Home Graduation Requirements**

### MINIMUM GRADUATION REQUIREMENTS

- English (4 credits) English I, II, III, IV
- Math (4 credits) Algebra I, Geometry, Algebra II, Math Elective (Freshman starting Fall 2019 – no longer need Algebra II, an additional Math Elective will be needed)
- Science (3 credits) Credits must include integrated Earth/space (integrated) science, life science (biology) and physical science (chemistry)
- Social Studies (3 credits) Credits must incorporate U.S. History, Economics/Government and World History
- History & Appreciation of Visual & Performing Arts (1 credit) History and appreciation of visual and performing arts or a performing arts course (content strands to include arts, dance, music, theatre, and visual arts)
- Health (1/2 credit)
- Physical Education (1/2 credit)
- Digital Literacy (1 credit)
- Electives (6 credits)

Total = 23 credits

### PRE-COLLEGE CURRICULUM

Students planning to pursue post-secondary education must complete 2 credits in the same foreign language.

### POLICIES

- Students will receive a “MC@HOME” diploma
- At least 5 credits per year must be successfully completed with MC@Home to earn KEES money and keep a 2.5 GPA.
- Existing credits granted from a non-public high school must be pre-approved by the MC@Home Curriculum and Learning Committee. Student may be required to complete placement exam.

- Diploma seeking Kentucky resident students must sit for applicable state testing each year.
- Applicants will be placed according to the number of slots available based on grade level and qualifications
- Requests by school principal, program administrator or designee of students in severe need of services may move students ahead of the prioritized waiting list if space is available.
- Students not placed will be added to a waiting list and will be enrolled at the first opening
- Parents, applicants and referring school will be notified of acceptance prior to the opening of school or at the time of placement during the school year
- Students who fail to follow guiding principles of MC@HOME will be dismissed from MC@Home.
- Students dismissed from MC@HOME must go through a re-admission process before being allowed to re-enroll in the school
- If a student fails a virtual course, that student's academic record and individual learning plan will be reviewed by the respective principal, guidance counselor, and/or program administrator to see if the virtual school should be continued or if the student should return to the regular face-to-face instruction within the district.
- Attendance in the online programming is based on performance as well as participation. Minimal attendance requirements will be discussed with the student, guardian and program administrator. Not meeting the minimum attendance requirements will result in removal from the MC@Home program.
- Student athlete expectations: Students enrolled in MC@HOME may not participate in sports or extracurricular activities through Marshall County High School.
- Grades will be recorded in the student's gradebook, located within the Plato Courseware software.

### **Plato Courseware Requirements:**

The following is a guideline and list of requirements for the student using the Plato Courseware curriculum.

Login information: Students can log into any Internet connection.

- 1) <https://ple.platoweb.com/>
- 2) Account login: MACO
- 3) User Name: first name.last name
- 4) Password: last name

- A. Before beginning submissions, each student will take a pre-assessment to see where the student is at in current knowledge of the subject. While this grade does not affect credit average, it can exempt students from work on submissions.
- B. Students must obtain a 60% average or higher on each mastery test and end-of-unit exams.
- C. After completion of all submissions for a semester each student will complete a final exam at the MC@Home office. On the final exam, each student will be allowed to utilize their handwritten notes. The final exam will be 30% of your final grade, and you will only be able to attempt it once. You must earn a 60% overall credit for each semester of work.
- D. Each student needs to be sure to check the mail button in Plato upon each login. The program administrator will use the network mail system to communicate important information.

**Support and Questions:**

**MC@Home Office Hours: Monday-Friday 8:00-3:00**

**Contact: The BEST way to contact me: 270-527-8628 during my office hours or my email:**

[aaron.beth@marshall.kyschools.us](mailto:aaron.beth@marshall.kyschools.us)

[Malissa.smothers@marshall.kykschools.us](mailto:Malissa.smothers@marshall.kykschools.us)

[Amber.perry@marshall.kyschool.us](mailto:Amber.perry@marshall.kyschool.us)

# MC@HOME Contract Agreement

Student Name \_\_\_\_\_ Student email: \_\_\_\_\_

Address \_\_\_\_\_

Student Number: (    ) \_\_\_\_\_

Grade: \_\_\_\_\_ Homeschool: \_\_\_\_\_

Guardian/Parent Name: \_\_\_\_\_ Guardian/Parent Email: \_\_\_\_\_

Guardian/Parent Number: (    ) \_\_\_\_\_

**Parent and Student both initial the following statements:**

Student	Parent	Statement
		Students will exercise responsible, ethical behavior. Remember that Internet information ranges from being useful and scholarly to being incorrect and offensive. No one other than the enrolled student can make revisions to an assignment, activity, or exam.
		After 30 days, if you are NOT on track with all coursework, then you will be withdrawn from the MC@HOME program.
		Students will be required to complete end-of-unit assessments with the program administrator at the Marshall County Board of Education. Transportation must be provided to the center. Students will surrender cell phones during testing. Students will abide by the Marshall County Code of Acceptable Behavior while on the Marshall County properties.
		We have reviewed and agree to the "Plato Courseware Requirements" above.
		I have received a copy of and will review the "Plato Student Orientation Guide"
		I understand that I must score a 60% or above on mastery tests in order to move on to the next lesson.
		I agree that I will take notes for each lesson in Plato and bring the notes with me to take the posttest or if I need tutoring.
		You will sign up to MC@Home "REMIND" network, if my number changes it is my responsibility to update my contact information, with MC@Home administrators.
		We follow the Marshall County School calendar. As a reminder, just as with weekends, breaks and holidays, these days are not equated into your "days of work", thus will not count against students in their progress.
		I understand in order to be successful with MC@Home, I/my student must commit to completing all daily assignments to stay on target ( <b>usually 1-2 hours per day per course</b> ).
		Failure to communicate with or respond to the program administrator via e-mail, text or phone will result in removal from the program
		I/We understand that falling behind with little to no effort to catch up and not attending the required meetings, could be grounds for dismissal.
		I understand that it will NOT be possible for a Junior or Senior to transition back to the MCHS traditional high school. Freshman and Sophomores are only allowed to make one transition back to MCHS.
		I will need to be sure to check the mail button in Plato upon each login. The program administrator will use the network system to communicate important information.

