

Montgomery Public Schools
Virtual School Program
Student/Parent
Handbook



MONTGOMERY
PUBLIC SCHOOLS

2901 East South Boulevard • Montgomery, AL 36116
Phone: 334-613-9177



Montgomery Public Schools

Virtual School Program

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Purpose

The purpose of the Montgomery Public Schools Virtual School Program is to provide motivated, independent learners with engaging, student-centered courses to meet the students' educational needs in an online environment that will allow flexible, individualized learning.

Internet Use Policy

The Montgomery County Board of Education provides computers as tools to enhance students' learning. The district's computer network and the Internet, whether used on or off-campus; whether owned by the school district or by the student or his/her family; whether accessed on campus or off campus during or after school hours; may not be used for the purpose of harassment of any kind. All forms of harassment over the Internet (commonly referred to as cyberbullying) are unacceptable and will be viewed as a violation of school board policy and the district's acceptable computer use policy and procedures.

Malicious use of the district's computer system is prohibited. Users are responsible for the appropriateness of the material they transmit over the system. Hate mail, harassment, discriminatory remarks, or other antisocial behaviors are expressly prohibited.

Failure to adhere to Internet Acceptable Use Policy will result in the following disciplinary action: the loss of computer privileges and/or removal from the Virtual Program. In addition, when any kind of threat is communicated or when a hate crime is committed, the administration will report such crimes to local law enforcement officials.



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General Information

Location:

The Montgomery Public Schools Virtual Program is located at:

Montgomery Preparatory Academy for Career Technologies (MPACT)
2901 East South Boulevard
Montgomery, AL 36116

Hours of Operation:

The hours of operation will be:

Monday thru Friday - 9:00 a.m. until 2:00 p.m.

Testing Schedule:

All unit tests, quizzes, and term examinations must be taken in the physical presence of a Montgomery Public Schools Virtual School Program staff member. Students must report to the Montgomery Public Schools Virtual School Program site, to take these tests, quizzes, and exams. Transportation is not provided; therefore, students and/or parents must arrange for reliable and safe transportation according to the terms of the signed Transportation Agreement.

The Montgomery Public Schools Virtual School Program students will take all State-mandated assessments. Below is the tentative testing schedule for the 2020-2021 school-year, specific dates will be available at a later date.



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State-Mandated Tentative Assessment Testing Window

August 2020	12th	Civics Test
August - September 2020	9 th & 10 th	
September 2020	12th	Civics Test
October 2020	12th	Civics Test
October 2020	11th	
November 2020	12th	Civics Test
December 2020	12th	Civics Test
February 2021	12th	Civics Test
February 2021	12th	ACT WorkKeys
April 2021	12th	Civics Test
April 2021	10 th	
April 2021	11 th Grade	ACT Plus Writing
May 2021	12th	Civics Test
May 2021	9 th & 10 th	



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Parking

Only licensed students may drive themselves to the Montgomery Public Schools Virtual School Program, located at 2901 East South Boulevard, 36116. All other students must be driven by a parent or guardian.

Grading Scale

The Montgomery Public Schools Virtual School Program will utilize the following grading scale:

GRADING SCALE

A = 90 - 100

B = 80 - 89

C = 70 - 79

D = 60 - 69

F = 0 - 59



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Student Benefits, Expectations, and Requirements

Virtual schooling offers students numerous benefits in terms of time flexibility and program customization. Along with these advantages, students also assume increased responsibility in time management, organization, self-direction, and self-regulation.

Benefits

- Instruction from Alabama-certified teachers.
- No tuition and minimal fees.
- Accredited diploma upon satisfying all requirements for graduation.
- Flexibility and personalized learning experiences.
- Individualized academic and career preparation plan.
- Self-pacing and opportunity for accelerated advancement.
- Flexibility to pursue interests intensively.

Expectations

- Technology
 - Acquire and maintain consistent Internet access.

- Attendance
 - Adhere to Montgomery Public Schools Board of Education's attendance policy.
 - Attend class daily in accordance with Montgomery Public Schools calendar.
 - Attendance requirement is satisfied by logging into ACCESS courses daily.
 - Students are required to physically be present at the Montgomery Public Schools Virtual School Program site, **at least one day per week**.
 - Students are required to participate in the 4-5 day orientation/training at the beginning of the school year.



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- Course Progression
 - Students must maintain appropriate course progression as measured by the completion of weekly assignments, quizzes, and tests.
 - Students are permitted to work ahead of the standard course progression and finish courses early.
- Proctored Examinations
 - All tests, exams, and Alabama-mandated tests must be taken in the presence of a proctor at the Montgomery Public Schools Virtual School Program or zoned school. Students are responsible for scheduling testing appointments with the Montgomery Public Schools Virtual School Program staff.
 - Scores earned on exams that are not taken at an approved testing site with a proctor are subject to invalidation and review by the Montgomery Public Schools Virtual School Program staff.
 - Students must provide their own transportation to the testing site.

Minimum Requirements to Remain Enrolled

- Reside in Montgomery County, Alabama
- Maintain consistent, daily access to the Internet (minimum 1.5 Mbs)
- Minimum passing average in **ALL** courses taken during the current academic year.
- Accumulate no more than 5 unexcused, full-day absences during the current academic year.
- Maintain appropriate course progression as measured by the completion of weekly assignments, quizzes, and tests.
- Remain in good standing as a student of the Montgomery Public Schools Virtual School.
- Students with discipline infractions resulting in suspension or expulsion will immediately be removed from the Montgomery Public Schools Virtual School.



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Academic Integrity Contract

The Academic Integrity Contract of the Montgomery Public Schools - Virtual School Program combines the existing Academic Integrity Policy of ACCESS Distance Learning and additional requirements posed by Montgomery Public Schools.

ACCESS Distance Learning

ACCESS Distance Learning students must sign a commitment form attesting to academic integrity regarding each of the following topics. If a student fails to abide by these policies, the student will be removed from the course with a failing grade and will be subject to other consequences as determined by ACCESS and local school system administrators.

- All work must be completed by the student alone.
- Any collaboration among students must be pre-approved by the teacher.
- Plagiarism will not be allowed in any form. This will include copying or using the ideas or words of others and presenting them as one's own.**
- Students will not allow others to copy their work.
- Content from the Internet will not be misused or misrepresented.

All ACCESS Distance Learning teachers utilize a variety of technologies to check student work for authenticity. If an instructor confirms that a student has plagiarized work in any manner, the student will be subject to consequences determined by ACCESS Distance Learning administrative staff, the distance learning teacher, and the local school system, and will be subject to removal from the course.



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Montgomery Public Schools - Virtual School Program

Montgomery Public Schools Virtual School students must take all unit tests, course examinations, and Alabama mandated assessments in an environment proctored by Montgomery Public Schools Virtual School staff. Students are responsible for the following:

- Completing unit tests and course examinations in the proctored environment without the use of study aids or computer help unless allowed by the online teacher.
- Provide reliable transportation to and from the testing site(s) designated by the Montgomery Public Schools Virtual School staff.

Scores earned on tests or exams not taken at an approved testing site with a proctor are subject to invalidation and review by the Montgomery Public Schools Virtual School Academic Integrity Committee. Additionally, in accordance with ACCESS Distance Learning policy, the student may be removed from the course with a failing grade and may be subject to dismissal from the Montgomery Public Schools Virtual Program



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Virtual School Program Procedures

ATTENDANCE/TRUANCY

Students are required to adhere to the attendance policy as stated in the Montgomery Public School Attendance Policy. Virtual School students' attendance requirement is satisfied by logging in daily. Students are required to physically report to the Virtual School Program site at least one day per week. If a student fails to physically report to the Virtual School Program site for two (2) consecutive weeks, disciplinary action will be taken.

In the event of an absence, students are to provide a written excuse note of absences to the Virtual School Program teacher within three (3) days of a recorded absence, in accordance with the Montgomery Public Schools Attendance Policy. In cases of chronic absence or truancy (5 total days of unexcused absences), and after consultation with the appropriate staff, in accordance with policy and procedures, the Virtual School Program teacher will take action including but not limited to removal from the Virtual School Program, referral to the truancy office, issuance of legal notices, and juvenile court intervention. These actions will take place in an effort to remedy any social, emotional, or family support issues that may contribute to a student's excessive absences.



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DRESS CODE

With the addition of uniforms to all high schools within Montgomery Public Schools, there is a policy for each school to follow to ensure proper wear of the uniforms. Virtual School Program students will wear shirts that are the color of their zoned school.

Shirts

- Collared Polo • Long/Short Sleeved • No Symbols • Must be tucked • Must fit properly • Only white t-shirts worn underneath

Slacks

- Khaki colored slacks (no jean material) • Shorts/Skirts/Skortis must be no higher than the bottom of the knee • Belt must be worn • Belt colors (black, brown, tan, or white) • Slacks/Shorts must fit properly • No Sagging Will Be Tolerated

Shoes

- Must Cover Feet • No Bedroom Slippers • No Flip Flops • No Stilettos or Slides

Jackets

- Zippered or Button Down Only • No Pullovers • Uniform Shirt Must Be Visible • No cropped jackets or vests

Jewelry

- Earrings worn by females ONLY • No nose jewelry • No excessive jewelry • Loop earrings must be no larger than a quarter • No heavy chains with large medallions
- No dental grills • No large finger rings



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DISCIPLINARY DUE PROCESS

For any disciplinary violations made by Virtual School Program students, a referral will be written by the Virtual School Program teacher, who will contact the parent concerning the offense. The referral will be submitted to the Virtual School principal/designee. The principal/designee will investigate a student's alleged misconduct and determine whether disciplinary action is necessary. The principal/designee will provide due process by explaining the program's view of the offense, the information gathered during the investigation, and the consequences or other behavioral intervention as determined by the principal. The principal/designee will allow the student to explain his/her side or view of the offense. If the principal/designee has knowledge of any serious student misconduct, the principal/designee may immediately remove the student from the Virtual School Program. If it is determined that disciplinary action is not warranted, the incident will be deleted and any suspension days will be changed to excused absences. Parents will be provided written notice of suspensions and/or removal from the Virtual School Program.



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GRADING/RETENTION IN VIRTUAL SCHOOL PROGRAM PROCEDURES

In order to remain enrolled in the Virtual School Program, students must maintain passing grades in all courses. Grades will be reviewed bi-weekly by the Virtual School Program teacher. Failure to maintain passing grades in any course will result in the following:

- 1st week - Conference with parent and student.
- 2nd week – If any grade is below a 60 average, for a second consecutive week, the student will be required to report to the Virtual School Program site for a minimum of one (1) week, for monitoring. (Conference with parent and student.)
- 3rd week – If any grade is below a 60 average, the student will continue to report to the Virtual School Program site for mandatory monitoring. (Conference with parent and student.)
- 4th week – If any grade is below a 60 average, the student will be withdrawn from the Virtual School Program and enrollment in zoned school will resume. (Conference with parent and student.)

***Note: Enrollments and withdrawals after the 1st semester WILL NOT be allowed!**



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FIELD TRIPS

The Montgomery County Board of Education, recognizing that educational field trips and trips to various types of tests for instructional purposes help provide desirable learning experiences, shall delegate to the superintendent the responsibility for development of administrative criteria governing field trips. Only those field trips that grow out of the instructional program or are otherwise related to the instructional program are to be permitted on school time. Parents are to submit to the Virtual School Program, the purpose for the field trip for their child, at least 10 days in advance for approval. The cost for the field trip will be the responsibility of the parent.

OFF-CAMPUS BEHAVIOR

Students may be subject to disciplinary action that may include suspension/removal from the Virtual School Program for off-campus criminal behavior that results in the student being legally charged with a felony and the student's continued presence in school poses a danger to persons or property or disrupts the educational process.



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LOST/STOLEN EQUIPMENT

The equipment is provided for use only while a part of the Montgomery Public Schools Virtual School Program. In the event that the student leaves the Virtual School Program or moves out of Montgomery County, the equipment must be returned to the Virtual School Program teacher or administrator. Failure to return the computer with assigned accessories will result in the equipment being considered stolen and a police report will be filed. ***If equipment is lost/stolen during the course of the school year, a replacement will only be considered after a copy of the police report has been received by the Virtual Program (depending on the circumstances, a replacement may NOT be available)!***

Magnet School Interest

During your enrollment in the Virtual Program, it is imperative that you inform the facilitator of your interest in applying for magnet school when the application process begins. This will expedite the process on behalf of the Virtual Program in preparing documentation needed for the completion of the application.



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Frequently Asked Questions

Q. Where is Montgomery Public Schools Virtual School Program located?

A. The Montgomery Public Schools Virtual School Program is currently located at 2901 East South Boulevard, Montgomery, AL 36116. The Montgomery Public Schools Virtual School Program is open on Monday through Friday from 9:00 a.m. to 2:00 p.m. for monitoring, guidance counseling, and proctored testing.

Q. What are the enrollment criteria for the Montgomery Public Schools Virtual School Program?

A. The requirements for student enrollment are that the student:

- Reside in Montgomery County, Alabama
- Be a rising 9th - 12th grade student
- Be on track for graduation
- Have consistent, daily access to the Internet (minimum 1.5 Mbs)
- Meet all other requirements for enrollment in Montgomery Public Schools

Q. What does On Track for Graduation mean?

A. A student who is on track for graduation has earned the appropriate amount of Carnegie units necessary for grade placement above 9 as indicated below:

10th - 6 credits

11th - 11 credits

12th - 18 credits (and must be able to complete ALL graduation requirements within the year)

Q. What curriculum does the Montgomery Public Schools Virtual School Program use?

A. The Montgomery Public Schools Virtual School Program uses the curriculum of ACCESS Distance Learning, a program administered by the Alabama State Department of Education. All course curricula are aligned to Alabama Courses of Study.



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Q. Who are the teachers for the Montgomery Public Schools Virtual School Program?

A. The Montgomery Public Schools Virtual School Program utilizes Montgomery Public Schools and ACCESS Distance Learning teachers. All teachers are Highly Qualified and certified in their content areas in accordance with the Alabama State Department of Education policy.

Q. What type of diploma does the Montgomery Public Schools Virtual School Program offer?

A. Montgomery Public Schools Virtual School Program offers the Alabama high school diploma. We offer Advanced Placement courses, which meet the standards of the College Board's Advanced Placement (AP) curriculum.

Q. Do Montgomery Public Schools Virtual School Program students have face-to-face requirements?

A. Yes, Montgomery Public Schools Virtual School Program students have face-to-face obligations for orientation and state-mandated assessments. All course tests must be taken on campus and will be proctored by Montgomery Public Schools Virtual School Program school staff.

Q. Is transportation provided for students to report to the Montgomery Public Schools Virtual School Program?

A. No. Upon submitting a signed Transportation Agreement, licensed students may drive themselves to the Montgomery Public Schools Virtual School Program, located at 2901 East South Boulevard, Montgomery, AL 36116. All other students must be driven by a parent or guardian.



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Q. What is involved with proctored examinations?

A. All unit tests and term examinations must be taken in the physical presence of a Montgomery Public Schools Virtual School Program staff member. Students must report to the Montgomery Public Schools Virtual School Program site, to take these tests and exams. Transportation is not provided; therefore, students and/or parents must arrange for reliable and safe transportation according to the terms of the signed Transportation Agreement.

Q. How is attendance recorded for Montgomery Public Schools Virtual School Program students?

A. Montgomery Public Schools Virtual School Program students must “attend” class daily in accordance with the Montgomery Public Schools’ calendar. Students fulfill attendance requirements when they log in to their courses daily. Montgomery Public Schools Virtual School Program students are required to abide by the Montgomery Public Schools attendance policies and procedures.

Q. How are grades recorded on the transcript for Montgomery Public Schools Virtual School Program?

A. When students complete their distance learning courses, documentation regarding the students’ final grades are downloaded from iLive and entered into INOW by the Virtual School Program counselor/facilitator. The registrar posts the final grades to the students’ transcripts and places the documentation from iLive into the students’ cumulative folders.

Q. Are Montgomery Public Schools Virtual School Program students required to take state assessments such as the ACT Pre-Assessment, ACT Plus Writing or ACT WorkKeys?

A. Yes, all Montgomery Public Schools Virtual School Program students are required to take all state-mandated assessments. All 11th grade students will take the ACT Plus Writing in the Spring term, and all 12th grade students take the ACT WorkKeys in the Fall and Spring terms.



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Q. Does the Montgomery Public Schools Virtual School Program follow the Montgomery Public School's academic calendar?

A. The Montgomery Public Schools Virtual School Program operates on a standard semester system in accordance with the Montgomery Public Schools' academic calendar. The starting and ending date of ACCESS classes (regardless of the format) is determined by the Alabama State Department of Education and is closely aligned with the Montgomery Public Schools' academic calendar.

Q. Are Montgomery Public Schools Virtual School Program students permitted to graduate early?

A. Yes, students are permitted to accelerate their high school course progression. The Montgomery Public Schools Virtual School Program operates as a 12-month school (fall, spring, and summer terms). Students are allowed to take additional courses during the regular school year and summer months under the condition that they maintain the minimum pace across all currently enrolled courses.

Q. Does the Montgomery Public Schools Virtual School Program have any extracurricular or sports programs?

A. Yes, school sponsored extracurricular activities, including athletics, are available at the virtual student's zoned school.

Q. Does the Montgomery Public Schools Virtual School Program offer a summer program?

A. The Montgomery Public Schools Virtual School Program operates a summer program for students who wish to earn additional credits toward early graduation



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Q. What types of student support services are offered?

- Orientation – Five (5) days of face-to face activities for online learning preparation to include 2 face-to-face meetings and 3 days of online experiences (depending upon the beginning of school calendar).
- Monitoring - Tracking of student attendance, course progression, grades, and exam proctoring.
- Assessment - All state-mandated tests are administered by the zoned school administrators.

Q. What are the minimum requirements to remain enrolled in the Montgomery Public Schools Virtual School Program?

A. •Reside in Montgomery County, Alabama

- Maintain consistent, daily access to the Internet (minimum 1.5 Mbs)
- Maintain minimum passing grade in **ALL** courses taken during the current academic year.
- Remain on track for graduation (evaluated at the end of the summer semester immediately following the current academic year)
- Maintain consistent transportation to the Montgomery Public Schools Virtual School Program for testing and other services.
- Accumulate no more than 5 unexcused, full-day absences during the current academic year.
- Maintain appropriate course progression as measured by the completion of weekly assignments, quizzes, and tests.
- Adhere to the Academic Integrity Contract.
- Remain in good standing as a student of the Montgomery Public Schools Virtual School Program by adhering to all expectations, procedures, and policies of the Montgomery Public Schools Virtual School Program, the Montgomery Public School, the Alabama State Department of Education, and ACCESS.



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- Students with discipline infractions resulting in suspension or expulsion will immediately be removed from the Montgomery Public Schools Virtual School Program.
- Students who fail more than one class per academic year will be removed from the Montgomery Public Schools Virtual School Program.

Q. I have more questions; how should I contact the Montgomery Public Schools Virtual School Program?

A. If you have additional questions, please contact: J. Kelley Ross (j.kelley.ross@mps.k12.al.us) at the listed email address or call 334-613-9177.



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Agreements and Commitments

Student

I have read the Montgomery Public Schools Virtual School Program Student Benefits, Expectations, and Requirements document and Academic Integrity Contract. I agree to submit 100% of my own work and abide by the Academic Integrity Contract. I also agree to take all course quizzes, course examinations, and Alabama mandated assessments as proctored examinations at the Virtual School or other appropriate site designated by Montgomery Public Schools Virtual School Program administration and to provide my own transportation to and from the test site. I agree to maintain consistent Internet access. I agree to comply with all of the policies and procedures of Montgomery Public Schools, Montgomery Public Schools Virtual School Program, and Alabama Connecting Classrooms, Educators, & Students Statewide (ACCESS) Distance Learning. Failure to comply with Montgomery Public Schools and Montgomery Public Schools Virtual School Program policies, procedures and expectations, to adhere to the Academic Integrity Contract, to take tests and exams in the proctored environment, to provide reliable transportation or Internet access, will be grounds for removal from Montgomery Public Schools Virtual School Program. I understand that if I transfer to a Montgomery Public School zoned high school or any other school, course equivalents in the traditional, face-to-face format are not guaranteed.

Student Signature: _____ Date: _____

Parent/Guardian

I have read the Montgomery Public Schools Virtual School Program Student Benefits, Expectations, and Requirements document and Academic Integrity Contract. As a parent/guardian of the above named student, I understand the student requirements of compliance with Montgomery Public Schools and Montgomery Public Schools Virtual School Program policies, procedures and expectations, Academic Integrity contract, proctored exams, provision of reliable transportation and Internet access. I also understand the grounds for removal from the Baldwin County Virtual School and that students may be removed at any time during the year. I authorize the enrollment of the student in the Montgomery Public Schools Virtual School Program according to the policies and procedures of Montgomery Public Schools, Montgomery Public Schools Virtual School Program, and ACCESS Distance Learning. I understand that if my CHILD decides to transfer back to his/her Montgomery Public School zoned high school or any other school, course equivalents in the traditional, face-to-face format are not guaranteed.

Parent Signature: _____ Date: _____



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Montgomery Public Schools

2020-2021 Student Driver Agreement

Attach a copy of Driver's License and Proof of Insurance

Student Information

Student Name: _____ Cell Number: _____

Grade: 10th 11th 12th Zone School: Carver Jeff Davis Lanier Lee Park Crossing

*Driver's License State: ____ Number: _____ Destination: **MPS Virtual School**

Vehicle Information

Make: _____ Model: _____ Year: _____

Color of Vehicle: _____ Tag Number: _____ State: _____

*Insurance Company: _____ Policy Number: _____

Terms and Conditions

1. I agree to drive to the above mentioned destination without making unauthorized stops.
2. I agree to park in the approved spaces at the above mentioned destination.
3. I agree I will not transport any passengers unless pre-approved by school officials.
4. I understand any violation of these terms and conditions may result in having driving privileges revoked.

Student Signature: _____

Date: _____

Parent/Guardian Permission and Release

I, _____, give permission for my child to drive to the above mentioned destination and hereby release Montgomery Public Schools from any and all liabilities.

Parent Signature: _____

Date: _____

Contact Number: _____



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MONTGOMERY PUBLIC SCHOOLS VIRTUAL SCHOOL PROGRAM STUDENT COMPUTER RESPONSIBILITY AGREEMENT

Date Issued:

Name:

Username:

Make/Model:

Computer Serial No:

By signing this document, I agree to use the computer and the software in connection with my affiliation with the Montgomery Public Schools Virtual School Program and shall not permit any other person to possess the computer or the software. I shall not sell, lease, or otherwise grant anyone rights to the computer or the software. I shall adhere to the school district's rules and regulations governing the use of this computer and comply with all applicable copyright and other regulations regarding the software.

I acknowledge that I will be responsible for backing up all work needed for the ACCESS Program.

I acknowledge that I will bring my Virtual School Program issued laptop with me every time I visit the Virtual School Program classroom.

I agree to promptly inform the Virtual School Teacher if the computer is damaged/inoperable, lost or stolen. I also agree to cooperate with Montgomery Public Schools in filing a police report and to fully cooperate in any ensuing investigation.

I acknowledge that the computer is provided for my use only while I remain a part of the Montgomery Public Schools Virtual School Program. In the event that I leave the Virtual School Program or move out of Montgomery County, I will return the computer to the Virtual School Program Teacher or Administrator. Failure to return the computer with assigned accessories will result in the computer being considered stolen and a police report will be filed.

Student Name (Printed)_____

Student Signature _____ Date_____

Parent/Guardian Name (Printed)_____

Parent/Guardian Signature _____ Date_____