



1600 N. 7th Street ◦ West Monroe, Louisiana 71291 ◦ Phone: (318) 432-5000 ◦ www.opsb.net

Virtual Instruction Program Parent Contract

By enrolling my child in OPSB’s Virtual Instruction Program (VIP), I understand that my responsibilities as a parent include, but are not limited to, the following:

- Attend the face-to-face Orientation Meeting(s) or watch the recorded version of the meeting using the provided link.
- Work with my child to set a schedule ensuring that appropriate time is dedicated to learning, comparable to a school day and/or as guided by the teacher(s).
 - Part of the appropriate learning time will be synchronous (face-to-face with the teacher and other students via Google Meet).
 - Part of the appropriate learning time will be asynchronous (your child will be working on their own to preview material through videos or other digital resources, to complete assignments, to complete assessments, etc.).
- Monitor your child’s progress by checking appropriate online platforms.
- Communicate with the teacher (using the teacher’s school email) any concerns about your child’s progress as a virtual learner.
- Ensure my child adheres to the norms and protocols for **dress and appropriate behavior/communication** while in a Google Meet session or when using any digital communication tool as outlined in the Student Handbook.
- Designate an appropriate space for your child to study/learn.
- Communicate with your child regarding timelines and due dates.
- Contact the Technology Coordinator at your child’s school with any technology issues.

Additionally, although my child is enrolling in OPSB’s Virtual Program, I understand that my child is still a student at _____ and that all grades and resulting Carnegie units earned towards graduation will be posted on the transcript at that school. I also understand that my child is subject to all OPSB rules and regulations governing student behavior.

Finally, I understand that my child may only transition from the OPSB VIP back to the school site once per school year. Enrollment changes from OPSB’s VIP back to the school site must be justified and requested by the parent/guardian. Approved changes will occur on the first day of the next nine week period.

Student’s Name: _____

Parent/Guardian’s Name: _____

Parent/Guardian’s Signature: _____

Date: _____ School Official: _____