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Steve Williams • Principal

Ryan Brady • Assistant Principal | Michael Cloyd • Assistant Principal

Marcy Maxwell • Assistant Principal | Heather Ochs • Assistant Principal

Jackie Fishman • Assistant Principal for Adult Education

## Place Holder Schedule Agreement

With increased options regarding both Virtual School and Dual Enrollment, students have the option to take classes utilizing Pasco eSchool, Florida Virtual School, or PHCC. These classes may be taken as either part of their 6 period day, or in addition to their 6 period day.

When Place Holders are necessary, students will be assigned to the Computer Lab where they will be supervised by the Instructional Learning System Monitor and attendance is taken.

### **Expectations for students in the Computer Lab are as follows:**

1. Students may only be in the lab for the period where they have a placeholder on their schedule.
2. While assigned to the Lab, students may NOT be in any other area of campus. This includes the parking lot or other teacher's classrooms.
3. Students must adhere to the District Electronic Use Policy for proper Internet usage.
4. Students should log in to their online course and work during the period.
5. Students with a placeholder at the beginning or end of the day, with their own transportation, may opt out of the lab. However, they may not be in any other part of campus. All students opting out should report to their first assigned class no more than 4 minutes early. Student leaving at the end of their day, must be off campus within 4 minutes of their last class ending. *The school is not responsible for supervision of students who are opting out of the lab on 1<sup>st</sup> and/or 6<sup>th</sup> period.*
6. It is the student's responsibility to maintain 6 courses enrolled at all times. Parents/guardians must be willing to monitor the progress of their child's virtual class and understand they must adhere to the full time enrollment policy of 6 minimum classes.
7. Students who abuse the above expectations in any manner, will be subject to disciplinary measures as outlined in the Student Code of Conduct. They may also lose the privilege of a placeholder and be removed from the lab and placed in an on campus elective.

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

Parent/Signature \_\_\_\_\_

Daytime Telephone Number \_\_\_\_\_