

ALEXANDRIA CITY PUBLIC SCHOOLS - ONLINE LEARNING PROGRAM

~~ACPS-OLP~~The ACPS Online Learning Program (ACPS-OLP) is the ~~district's~~ division program responsible for the oversight, distribution, and quality assurance of online learning opportunities for ACPS students. This document outlines the guidelines for participation in the OLP. These guidelines will help assure that all parties are aware of their roles in assisting students to succeed when taking online learning options from ACPS - OLP.

I. General Overview

A. The ACPS Online Learning Program will:

1. Oversee the approval, distribution, and establish quality assurance guidelines for all online learning options that are made available to ACPS students.
2. Provide in-service training to school site facilitators in the district when ACPS students are taking classes during the school day or from school based facilities.
3. Provide training and awareness programs to meet the needs of the school leadership, counselors, and other appropriate staff members.
4. Provide students with required supplemental course materials if applicable.
5. Assess and evaluate student progress in accordance with the course for which the student has registered.
6. Implement a common drop policy for students enrolled in online courses.
7. Provide the schools with information regarding course registration processes.

B. The School will:

1. Assist in educating students and parents regarding the availability of online learning options that ACPS makes available.
2. Follow the student enrollment guidelines as set forth by the ACPS-OLP.
3. Provide testing venues for students when a face-to-face assessment is required.
4. Enter course grades that students earn on student transcripts.
5. Work together with the ~~Online Learning Coordinator~~ Director of Online Learning to assign a Mentor to those online courses and students in the event that students take part of their regular school day to access their online course.

II. Necessary School Support Personnel

A. Guidance Counselors

The guidance counselors will be responsible for working in conjunction with the ~~online learning coordinator~~ Director of Online Learning in order to:

1. Provide information to students, parents/guardians and staff regarding ACPS-OLP offerings, scheduling, and registration.
2. Determine courses needed by students based on scheduling and on other needs.
3. Provide requested information and other documentation to the ACPS-OLP contact.

4. Determine whether there is a match between students' needs and the use of online courses.
5. Work with the ACPS-OLP to provide an orientation to learning online for parents and students.
6. Ensure that proper grade and credit information for online courses are recorded in the student's transcript.
7. Coordinate the securing of student services as needed, including the proctoring of any face-to-face exams that may be required.
8. Review student progress information.
9. Notify the ACPS-OLP contact if it appears that the student will need to drop the course within ten (10) school days of the student being granted access to the course.

B. Mentor

The Mentor role is necessary should students be accessing their online course(s) from the school during the regular school day. The Mentor works directly with the student to provide encouragement and weekly monitoring. The Mentor will:

1. Assure work stations meet course requirements and have appropriate plug-ins installed.
2. Monitor the student's progress and work together with the [Online Learning Coordinator](#) [Director of Online Learning](#) to maintain contact with the online teacher as needed.
3. Check weekly with the student to see how the student is progressing and provide support as needed.
4. Proctor face-to-face exams.
5. Take regular attendance for students working on course in a face--to--face environment.
6. Communicate with ACPS-OLP contact and various vendor technical support personnel as needed.
7. Communicate with the ACPS-OLP contact to provide feedback on the course, instruction, and the satisfaction level of the students and parents/guardians.
8. Participate in any necessary trainings to have a clear understanding of expectations of individual vendors and technologies.

III. Participation Policies and Guidelines

A. Course Selection and Enrollment Policy

1. Only online courses and online course providers approved through the [ACPSOLP-ACPS-OLP](#) are eligible for enrollment and academic credit.
2. Only students who are enrolled in the district are currently eligible to take a course with ACPS-OLP.
3. Students shall be eligible to enroll in online courses as long as the course request is academically appropriate for the student.
4. No minimum GPA is required to enroll in an online course. School leaders [and counselors](#) should refer to the "*Profile of a Successful Online Student*" guidelines ([Appendix A](#)) ~~(Appendix A)~~ [Appendix A](#) when processing a student's request to enroll in an online course.

5. Students' requests to enroll in online courses shall be submitted to the ACPS-OLP contact by the school guidance counselor via the online form link.
6. It is recommended that students enroll in no more than two courses per term during the regular school year. Exceptions must be approved by the ACPS-OLP.
7. A student may not retake a course through the ACPS-OLP if a unit of credit for that particular course is already recorded on his/her official transcript.

B. Attendance, Course Completion and Academic Records Policy

1. Students enrolled in online courses must maintain a steady pace of communication and ~~submitting-submission of~~ assignments as set forth by their online teacher. Failure to actively engage in the online course may result in the student being withdrawn from the course.
2. All course work and required assessments must be completed by the assigned course completion deadline unless an extension is recommended by the ~~student's~~ principal and approved by ACPS-OLP.
3. Official ~~final~~ course grades (transcript/grade report) will be reported to the school facilitator/guidance counselor. Interim and quarter grades may not be reported.

C. Drop Policy

1. Grace Period - Students may withdraw from their online course within the first 10-days of activation for any reason without academic penalty. ~~The s~~School guidance counselor or mentor is responsible for notifying ACPS-OLP regarding ~~withdrawal~~ requests.
2. ~~A s~~Students who requests to drop ~~their~~ online course (or ~~are~~ administratively withdrawn for non-performance) will receive a grade of W/P (withdraw passing) if he or she was passing the course at the time of the drop or a W/F (withdraw failing) if he or she was failing the course at the time of the drop. The grade of W/P will carry no Carnegie units and no quality points will be factored into the student's grade. The student will receive a W/F (withdraw failing) if he or she is failing the course. The grade of a W/F will carry no Carnegie units but **WILL** be factored into the student's GPA as ~~a 40~~zero quality points."

D. ~~Acceptable Online Course Agreement Use Policy~~

1. As part of the course request and registration process, students and their legal guardians must sign and return the ACPS -OLP ~~Acceptable Online Course Agreement Use Policy~~ to their school counselor. **See Appendix B.**

IV. Funding

Unless specified otherwise, online courses made available through ACPS-OLP during the regular calendar year are provided at no cost to the students. Online courses taken outside of the regular calendar year (during summer school) are subject to the same fees as face-to-face courses offered outside of the regular calendar year.

V. Technical Specifications

ACPS-OLP will ensure that school ~~based computers and student~~ issued laptops devices meet the technical specifications that are needed for students to successfully participate in online courses. ~~ACPS provides limited Internet access outside of school facilities through the Wireless Wiz application.~~

Students enrolled in online courses are provided unrestricted access to the student help desk for technical issues.

While students may access their online course at a time and place outside of the regular school day, ACPS-OLP is not responsible for ensuring that non-district computers meet the minimum technical specifications.

VI. Calendar

ACPS-OLP will communicate with appropriate school staff regarding dates for course registration throughout the year.

VII. ACPS-OLP Online Course Offerings

Online courses available through ACPS-OLP can be found at:

www.acps.k12.va.us/technology/olp/courses.php

Note that the availability of certain courses may change from time--to--time during the school year.