

## APPENDIX B

### ACPS Online Learning Contract

*This form must be printed and signed by the student and parent/guardian prior to beginning coursework. It should be returned to your online learning mentor. 8<sup>th</sup> block students can drop contracts off in the online learning classroom (Room C103 off of Quiet Dining)*

#### I. Student Contact and Drop Policy

Only through continuous communication and completion of course assignments can students be successful in an online course. Within each course the instructor outlines the weekly minimum work requirements. It is essential that the student and instructor maintain regular contact.

Students may withdraw from their online course within the first 10 days of activation for any reason without academic penalty (aka “grace period.”) Students must notify their school counselor of their request to withdraw from their online course.

Students who request to drop their online course after the 10 day grace period (or are administratively withdrawn for non-performance) will receive a grade of W/P (withdraw passing) if he or she was passing the course at the time of the drop or a W/F (withdraw failing) if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 zero quality points.

**End of Quarter Grades:** Online course EOQ grades will be reflective of both current grade and pace. While online learning does provide flexibility in pacing, students are expected to make continuous progress in their course(s). The goal of the ACPS-OLP is to provide that flexibility but to create and hold students to benchmarks. If students are well behind the benchmarks at the end of the quarter, grades will reflect that variance. Students will always have access to updated grades and will be meet regularly with their online learning mentor to discuss methods and best practices to stay on pace. Students who are not on pace, will be reevaluated at the end of each quarter and another setting may be found in order to keep students on track for graduation. While online courses do provide flexibility in when and where to work, consistent progress is expected and will be enforced.

**Testing:** Students are expected to take all Topic Tests and Cumulative Exams on site with a proctor.

## **II. Parental and Student Consent**

As the parent or legal guardian of the student below, my signature below grants permission indicates that I have read and agree to the terms as outlined in this Online Learning Contract. I understand that it is impossible for ACPS to monitor access to student controversial materials, and I will not hold the school responsible for inappropriate materials accessed on the network. Furthermore, I accept full responsibility for supervision if and when my child's use is not in a school setting.

As the requesting student, I have read and agree to the terms outline in this Online Learning Contract.

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Parent/Guardian Signature & Date

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Parent Email Address and phone number

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Student Signature & Date