

## ACPS Online Learning Contract

### APPENDIX B—Online Learning Contract (2021-2022 Version)

*This form must be signed by the student and parent/guardian prior to beginning online coursework. This third page of this form must be returned to the student's school counselor. Student and parent/guardian should retain a copy of the third page for their records.*

ACPS-Online Learning Program (ACPS-OLP) includes all online courses at all ACPS school sites (including the Alexandria City High School Satellite Campus). The ACPS-OLP Online Learning Contract applies to all students taking online courses either during the regular school year or during summer school. An updated contract will be required each school year and for each summer school session.

#### I. Online Grading Information

##### A. Quarter Grades

- i. Online course quarter grades are reflective of both the current grade and the student's pace in the online course. Although 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 while creating and holding students to established benchmarks. If students are behind the benchmarks at the end of the quarter, quarter grades will reflect that variance.
- ii. Students will always have access to updated grades and are expected to meet regularly with their online learning mentor (learning coach at the Alexandria City High School Satellite Campus) and communicate with their online teacher(s) to discuss methods and best practices to remain on pace. While online courses do provide flexibility regarding when and where to work, consistent progress is expected.

##### B. Final Grades

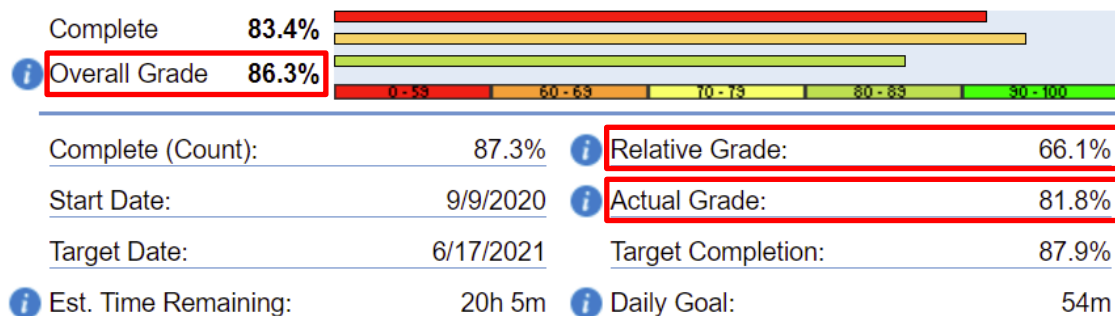
- i. When taking an online course, students earn grades quarterly, but these grades are overridden by the final grade (Y1) grade when the student completes the online course.
  1. *For example, due to being behind pace, Arya Stark's grades in Eng. 12 are as follows: Q1: 68, Q2: 61, Q3: 71, Q4: 85. However, she completes the course with an 85% in the course. The 85 is awarded as her final grade (Y1). The quarter grades stand, but the grade of 85 is recorded for the final grade in the course. At the end of the school year, Y1 will be placed in historical grades and will be the only grade reflected on the student's transcript.*
  2. *Please note that quarter grades are used for academic eligibility, honor roll, and college and university admissions. Therefore, it is essential that students maintain consistent pace and progress in their online course(s). However, only the final grade appears on the transcript. Mid-year transcripts sent to colleges or universities will reflect the student's current quarter or semester grades. Therefore, it is imperative that students remain on pace in their online course(s).*

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3. *The Alexandria City High School Satellite Campus operates on a modified trimester schedule, but follows all ACPS grading windows. Satellite students receive quarter grades that are reflective of their pace and progress in their online course(s) at the time grades are due each quarter/semester.*

### C. Understanding Online Grades

#### Edgenuity - AP English Language and Composition



**Overall Grade**= The grade the student has earned on the work he or she has completed thus far.

**Relative Grade**= The grade the student would receive in the course if he or she stopped working today. **The relative grade is used if the student does not complete 100% of the course.**

**Actual Grade**= The grade the student will receive when he or she completes 100% of the online course. (Relative and actual will sync up once a student has completed 100% of the course). **The actual grade is used for all quarter grade calculations and for the final grade if the student fully completes the course.**

**Complete**= How much of the course the student has completed to date.

**Start Date**= The date that the course is available to students to begin working.

**Target Date**= The date at which the course is expected to end.

**Completion**= How much of the course has been completed.

**Target Completion**= How close to the end date the student currently is.

**Est. Time Remaining**= How many hours are left in the course.

**Daily Goal**= How much time the student needs to spend working every day to meet their end date.

## II. 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. This contact will take place via the student's ACPS e-mail address. Per ACPS Policy JHA/GBAA all communication must be conducted through ACPS managed accounts.

Students may withdraw from an online course within the first 10 calendar days of course enrollment for any reason without academic penalty. Students must notify their school counselor of any request to withdraw from an online course. Students who request to drop their online course after the 10 day grace period will receive a grade of W/P (withdraw passing) if they are passing the course at the time of the drop, or a W/F (withdraw failing) if they are failing the course at the time of the drop (based on the student's Actual Grade in the course). The grades of W/P and W/F are not factored into the student's grade.

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### III. Parental and Student Consent

<b>Student Name</b>	<b>Parent/Guardian Name</b>	<b>School Counselor Name</b>
<b>Online Course Requested</b>		
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ACPS Online Learning Agreement	Student Initials	Parent/Guardian Initials
I understand there are 10 calendar days to withdraw from an online course with no penalty. If the course is dropped after 10 days, I understand the student will receive either a W/P or W/F in the course, based on the student's relative grade in the course at the time of the drop request.		
I understand that communication for the online course(s) is conducted via the ACPS provided student e-mail account only.		
I understand that quarter grades are reflective of the current grade and the student's pace in the online course. If a student is behind pace in the online course(s), I understand that quarter grades will reflect that variance.		
I understand that students are expected to remain on pace in their online course(s) and to communicate regularly with their online teacher and online learning mentor.		

**PARENT/GUARDIAN:** As the parent or legal guardian of the student, my signature below indicates that I have read and agree to the terms as outlined in this Online Learning Contract.

\_\_\_\_\_  
Parent/Guardian Signature \_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Name (**PLEASE PRINT**)

\_\_\_\_\_  
Parent/Guardian E-mail Address \_\_\_\_\_  
Phone Number

**STUDENT:** As the student requesting an online course, my signature below indicates that I have read and agree to the terms as outlined in this Online Learning Contract.

\_\_\_\_\_  
Student Signature \_\_\_\_\_  
Date

\_\_\_\_\_  
Student Name (**PLEASE PRINT**)

*Detach, complete, and return this page to your school counselor. Students will not be enrolled in their online course until this form has been received.*