

# Hillgrove High School

## CCSD Online Student Agreement

Name: \_\_\_\_\_ ID Number: \_\_\_\_\_

Grade level when taking online course: \_\_\_\_\_

### Cobb Virtual Academy (CVA) and Georgia Virtual School (GaVS)

In order to ensure success in online courses, students must understand and comply with certain expectations, policies, and procedures. The CCSD Online Student Agreement is designed to help students and parents/guardians understand some of the unique aspects of online learning. The CCSD Online Student Agreement is recommended for all students each term.

#### Part I: Online Student and Parent Expectations

Students and Parent/Guardians should read and initial each line to show that they understand and will follow each expectation.

Student Initials	Parent/Guardian Initials	Expectations
		1. The student should expect to <b>work productively</b> in each class for 12-15 hours per week for each full unit (AB or Y) course and 6-8 hours per week for each half unit (A or B) course during Fall and Spring terms. <b>Students enrolled full time online must work productively for 40-45 hours per week.</b> The number of hours is equivalent to working a full-time job. For <b>Summer Term</b> time requirements, check the CVA or GaVS websites. Productive work means submitting work on before the due date, including assignments, discussion board items, blogs, quizzes, and tests.
		2. The student and parent will print the provided Course Schedule(s) and the student will follow each <b>Course Schedule's due dates</b> by submitting work on or before the due date.
		3. The student will <b>create and maintain a regular work schedule</b> . Students should <b>plan to work ahead</b> if other school, work, or personal activities interfere with the student's ability to complete coursework as outlined on the Course Schedule.
		4. The student has <b>daily access to a reliable internet connected computer with access to either the Microsoft Office Suite or Microsoft Office 365</b> . Students who are scheduled to take an online course during their scheduled school day ( <b>FTE</b> ) <b>must also be able to work at home</b> if they do not complete their scheduled work at school. <b>Tuition students</b> will be working outside their scheduled school day and need daily computer access.
		5. The student has demonstrated that s/he can <b>send and receive emails</b> with attachments, and can <b>utilize the Microsoft Office Suite</b> (i.e. Word, PowerPoint, and Excel) to create documents and presentations, and save them to designated storage.
		6. The student has a <b>computer-based method</b> (computer folder, cloud storage, flash drive) to <b>organize and store coursework</b> .
		7. <b>Email</b> is the primary form of communication. If the students have questions or concerns, they should proactively contact their teachers as soon as possible. Communication should be clear, respectful, and include the student's name and course. Students should <b>check email daily</b> and respond to teacher contacts promptly.
		8. <b>Parents should assist by encouraging students</b> to: actively participate in the course, ask for help when needed, and complete assignments in a timely manner. <b>Parents should also monitor</b> student progress and grades.
		9. <b>CVA Courses Only:</b> Parents have multiple ways to monitor student progress in CVA courses. A <b>Parent Observer Account</b> is automatically created at registration. This

		account allows parents to view the course announcements, teacher contact information, and the student's Grade Center. The <b>Grade Center</b> shows the most current course grade and the date and time each item was submitted. Teachers and CVA Administration send <b>emails to the parent email account provided at registration</b> . These emails include individualized communication and periodic grade updates.
		10. Students must have transportation to and from school EACH DAY. Students cannot remain on campus during online blocks unless they are scheduled in the computer lab. Computer lab space is limited and requires DAILY attendance. Students must continue to report to lab even if the course is completed earlier than the end of the semester.
		11. Students taking all courses off-campus will be placed in an Off-Campus Homeroom. Students are responsible for information disseminated in Homeroom. Missed information will be available periodically in the main office and online.
		12. The student must register for the online course(s) through CVA and/or GaVS. The School Counselor will then verify the course(s).

**Part II: Online Learning and CCSD Policies and Procedures**

Students and Parent/Guardians should read and initial each line to show that they understand each policy and/or procedure.

<b>Student Initials</b>	<b>Parent/Guardian Initials</b>	<b>Policies and Procedures</b>
		1. Students taking an online course(s) as part of their state funded school schedule (FTE) <b>cannot withdraw from the course after the first 10 days of a semester</b> per CCSD Board Rule IHA-R.
		2. <b>Tuition students may withdraw</b> from a CVA course <b>per the withdrawal process</b> posted on the CVA website: <a href="http://www.cobbk12.org/schools/cobbvirtualacademy/faq.aspx">http://www.cobbk12.org/schools/cobbvirtualacademy/faq.aspx</a> . <b>Tuition students may withdraw</b> from a GaVS course as per the withdrawal process posted on the GaVS website.
		3. The student is expected to <b>complete the online Student Orientation within 48 hours of enrollment</b> . If this is not completed on time, the student may be withdrawn from the course and will not be re-enrolled this term.
		4. Students <b>cannot change</b> from FTE to tuition status during the term.
		5. Students who <b>transfer</b> from one CCSD school to another <b>will remain enrolled</b> in their CVA and/or GaVS course(s).
		6. Online course <b>grades will appear on the student's transcript</b> and will be averaged into the Grade Point Average (GPA).
		7. Students taking CVA/GaVS courses <b>must abide by all policies and procedures of the CCSD and CVA/GaVS</b> .
		8. Students <b>enrolled full time online</b> must attend the CVA Learning Center for a minimum of 12 hours per week the first three weeks of the term and return if one or more of their course grades drop below 75%.
		9. Students <b>enrolled full time online who do not work productively</b> in their online courses <b>for ten (10) consecutive days</b> or more may be <b>withdrawn</b> from CCSD for lack of participation/attendance (per CCSD Board Rule JBC-R School Admissions/Withdrawal) and removed from their online courses.

**Part III: Student, Parent and School Counselor Signatures**

Please complete and sign the Student and Parent sections below.

<b>Student Information and Signature</b>	
I understand and agree to accept the Online Student and Parent Expectations and Online Learning and CCSD Policies and Procedures and as stated and initialed above.	
Student Name (print):	
Student Signature:	
Date:	Student Email:
CCSD ID Number:	
School:	Graduation Year:

<b>Parent Information and Signature</b>	
I understand and agree to accept the Online Student and Parent Expectations and Online Learning and CCSD Policies and Procedures and as stated and initialed above.	
Parent Name (print):	The student has a/an: ____ 504 Plan ____ IEP
Parent Signature:	
Date:	Parent Email:

<b>School Counselor Signature</b>	
School Counselor Signature:	Date:
Comments:	

**Part IV: Student and Parent Acknowledgement**

**Part IV is only completed if a student was *previously* unsuccessful with an online course.**

Student Initials	Parent/ Guardian Initials	Statement
		I acknowledge that I (my child) did not successfully complete one or more online course(s) with a grade of 70% or above during a previous term.
		I understand that I (my child) must complete each online course(s) with a final grade of 70% or above this term.
		I understand that if I (my child) do(es) not complete all online course(s) with a final grade of 70% or above this term, I (my student) will not be permitted to enroll in an online course next term.

**Part V: Online, Dual Enrollment and Face to Face Student Schedule**

1. MAKE SURE TO COMPLETE THIS ENTIRE FORM BEFORE TURNING INTO THE SCHOOL COUNSELING OFFICE
2. MAKE A COPY FOR YOUR RECORDS
3. STUDENT MUST REGISTER FOR THE COURSES THROUGH THE WEBSITES BELOW
  - a. SCHOOL COUNSELORS DO NOT REGISTER STUDENTS FOR ONLINE CLASSES
  - b. SCHEDULE WILL NOT BE CHANGED UNTIL STUDENT REGISTERS FOR THE CLASS

**Cobb Virtual Academy:** [www.cobbvirtualacademy.org](http://www.cobbvirtualacademy.org) **Georgia Virtual School:** [www.gavirtualschool.org](http://www.gavirtualschool.org)

\*\*For a full 1.0 credit students must register for **AB** courses in GaVS or **Y** courses in CVA.

*Indicate your preferred schedule, including online, DE, Minimum Day and/or Hillgrove courses. Final schedules are subject to the constraints of the master school schedule.* For online courses, you **MUST** include the exact course name and number from the websites.

Name: _____ ID Number: _____
Grade level when taking online course: _____

<div style="border: 1px solid black; padding: 2px; display: inline-block;">                     SENT                      _____ 504                      _____ IEP                 </div>		<b>Fall Term</b>				
	Course Name	Course No.	Hillgrove/ Dual Enrollment/ CVA or GaVS	Work at home or in HG Lab 1111?	Do you meet the pre- requisite for the course?	
1						
2						
3						
4						

<div style="border: 1px solid black; padding: 2px; display: inline-block;">                     SENT                      _____ 504                      _____ IEP                 </div>		<b>Spring Term</b>				
	Course Name	Course No.	Hillgrove/ Dual Enrollment/ CVA or GaVS	Work at home or in HG Lab 1111?	Do you meet the pre- requisite for the course?	
1						
2						
3						
4						

**Hillgrove HS Local Policy:** The deadline to turn in this contract to your School Counselor to indicate interest in taking an online class for the FALL or SPRING semester for the 2023-2024 SY is *Friday April 28, 2023*.