

# KELL HIGH SCHOOL ONLINE CONTRACT: 2023-2024

**DEADLINE TO SUBMIT TO THE COUNSELING OFFICE: MARCH 17, 2023**

- Student must have **daily access to a reliable internet connected computer** with access to either the Microsoft Office Suite or Microsoft Office 365.
- *Student is responsible for transportation off-campus, every day, to complete CVA or GAVS course.*
- If approved to register for 1 CVA/GAVS course, class will be scheduled for either 1<sup>st</sup> or 4<sup>th</sup> block.
- If approved to register for 2 CVA/GAVS courses, classes must be back-to-back (ex: 3<sup>rd</sup> & 4<sup>th</sup>) or at both ends of the day (ex: 1<sup>st</sup> and 4<sup>th</sup>).
- The student is responsible for registration of the approved course for both semesters. Check the websites for registration dates.
  - CVA course registration is one semester at a time.
  - GAVS course registration is for both semesters at the time of student registration.

## **Can I take a class online? How do I register for online?**

The contract must be completed and returned to the Counseling Office. The student is then responsible for registering for the appropriate and approved course on the Cobb Virtual Academy or Georgia Virtual School website. Check the websites for registration dates. *\*Students are responsible for transportation and cannot remain on campus to complete the online course.*

## **How do I navigate the CVA and/or GaVS website?**

*Student Orientation is REQUIRED for both CVA and GaVS.* Every student must complete Student Orientation with a grade of 100% prior to gaining access to your course. Orientation will teach students how each site works.

## **Where will I go to work on my online course(s)?**

All students must plan to be **OFF CAMPUS** during the assigned period. Student must arrange transportation every day.

## **Which section do I choose when registering for the course(s)?**

Y or AB= Full Block schedule course (1.0 credit)

A= Fall semester or first ½ of course (0.5 credit)

B= Spring semester of second ½ of course (0.5 credit)

FTE= including in the Kell Student's regular schedule

Tuition= course requesting to take IN ADDITION to the Kell student's regular schedule (requires payment by student)

## **How much time is necessary to be successful in an online course?**

Students should expect to productively participate daily and work approximately **6-8 hours a week** in both online and offline activities to complete all requirements for an A or B (**.5 unit**) class. Students taking a Y course (**1.0 unit**) or two .5-unit courses (such as Health AND Personal Fitness) should expect to productively participate daily and work approximately **12-15 hours a week** in both online and offline activities to complete all requirements for the class. Students may work ahead but must meet all course work deadlines as prescribed in the Course Schedule.

## **How do I know which program to choose courses?**

If Cobb Virtual Academy offers the course, student registers with [CVA](#)

- <https://www.cobbk12.org/cobbvirtualacademy>

If course is NOT offered with CVA, student registers with Georgia Virtual Academy ([GAVS](#))

- <https://gavirtualschool.org/>

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|                         |                  |
|-------------------------|------------------|
| Student Full Name:      | CCSD ID:         |
| Student Personal Email: | Student Phone #: |
| Guardian Name:          | Guardian Email:  |

## FALL 2023 Request

1- Course Name: \_\_\_\_\_  1st block or  4th block

2- Course Name: \_\_\_\_\_  1st block or  4th block

If requesting to take an elective, this course will become your 1<sup>st</sup> elective choice and the other selections will be shifted down in the order listed during Kell Elective Registration.

Tuition (in addition to your 4 classes)

## SPRING 2023 Request

1- Course Name: \_\_\_\_\_  1st block or  4th block

2- Course Name: \_\_\_\_\_  1st block or  4th block

If requesting to take an elective, this course will become your 1<sup>st</sup> elective choice and the other selections will be shifted down in the order listed during Kell Elective Registration.

Tuition (in addition to your 4 classes)

**For Internal Use ONLY:** *Counselor has verified that FTE/Tuition is correct, and courses are accurately listed for online facilitator approval*

Comments:  Gifted  504  IEP

Counselor Signature and Date of Approval:

The CCSD Online Student Agreement is designed to help students and parents/guardians understand some of the unique aspects of online learning. To ensure success in online courses, students must understand and comply with certain expectations, policies, and procedures. The CCSD Online Student Agreement is required for all Kell High School students taking online courses. Below are the Online Student and Parent Expectations in addition to Online Learning and CCSD Policies and Procedures.

CVA: <https://www.cobbk12.org/cobbvirtualacademy> (if CVA offers the course, student registers with CVA)

GAVS: <https://gavirtualschool.org/> (if course is NOT offered with CVA, student registers with GAVS)

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- The **student** is responsible for *registration of the approved courses* USING THE WEBSITE(S) LISTED ABOVE.
- The student is expected to **complete the online Student Orientation within 48 hours of enrollment**. If this is not completed on time, the student may be withdrawn from the course and will not be re-enrolled this term.
- The student should expect to work productively in each class for **12-15 hours per week** for each full unit (**Y or AB**) course and **6-8 hours per week** for each half unit (**A or B**) course **during Fall and Spring terms**. For Summer Term, requirements, the number of hours is equivalent to working a full-time job. Please check the CVA or GaVS websites. **\*\*Productive work means submitting work on or before the due date, including assignments, discussion board items, blogs, quizzes, and tests.**
- The student will **create and maintain a regular work schedule**. Students should plan to work ahead if other school, work, or personal activities interfere with the student's ability to complete coursework as outlined on the Course Schedule.
- The student has **daily access to a reliable internet connected computer** with access to either the Microsoft Office Suite or Microsoft Office 365. *Tuition students will be working outside their scheduled school day and need daily computer access.*
- **Students who are scheduled to take an online course during their scheduled school day (FTE) cannot be on campus during that period of the day and student MUST be able to work at home and be responsible for their own transportation.** *Tuition students will be working outside their scheduled school day and need daily computer access.*
- **Email is the primary form of communication and should be checked daily.** If the students have questions or concerns, they should proactively contact their online teacher(s) as soon as possible. **\*\*Communication should be clear, respectful, and include the student's name and course. Students should check email daily and respond to teacher contacts promptly.**
- The student has demonstrated that s/he can send and receive emails with attachments, and can utilize the Microsoft Office Suite (ie Word, PowerPoint, and Excel) to create documents and presentations, and save them to designated storage.
- The student has a reliable **computer-based method** (computer folder, cloud storage, flash drive) to organize and store coursework.
- **Students taking an online course(s) as part of their state funded school schedule (FTE) cannot withdraw from the course after the first 10 days of a semester per CCSD Board Rule IHA\_R.** Students enrolled full time online who do not work productively in their online course for ten (10) consecutive days or more **may be withdrawn from CCSD for lack of participation/attendance** (per CCSD Board Rule JBC-R School Admissions/Withdrawal) and removed from their online courses. FTE students who withdraw after the first 10 days, will receive in a failing grade of 10 on their transcript.
- The student and parent will print the provided Course Schedule/s (pacing guide) and the student will follow the **Course Schedule's due dates** by submitting work on or before the due date.
- Parents should support by encouraging students to: actively participate in the course, ask for help when needed, and complete assignments in a timely manner. Parents should also monitor student progress and grades.

CVA Courses Only: Parents have multiple ways to monitor student progress in CVA courses. A **Parent Observer Account** is automatically created at registration. This account allows parents to *view the course announcements, teacher contact information, and the student's Grade Center*. The Grade Center shows the most current course grade and the date and time each item was submitted. Teachers and Online Administration send emails to the **parent email account provided at registration**. These emails include individualized communication and periodic grade updates. Check spam folder for CVA/GaVS emails and make them "non-spam."

- I understand that if my student does not complete all online course(s) with a final grade of 70% or above this term, my student may NOT be permitted to enroll in an online course in future terms.
- Students can neither change from FTE to tuition status during the term nor transfer to face-to-face at Kell
- Online course grades will appear on the student's transcript and will be averaged into their GPA.
- Students taking CVA/GaVS courses must abide by all policies and procedures of the CCSD and CVA/GaVS.
- Students who transfer from one CCSD school to another will remain enrolled in their CVA and/or GaVS course(s).

\*I acknowledge and agree to the statements above regarding my online course\*

STUDENT SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

PARENT SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_