

A conference was held on _____ to discuss the educational status of _____.

Students may earn a maximum of two (2) additional Carnegie units per year. As a result of that conference, the following actions have been agreed on by the student, parent/guardian, administrator, Virtual Learning Specialist, and other appropriate resource personnel. Student success at FLEX Academy is contingent upon a healthy partnership between students, parents, the local school and FLEX. To this end, this document outlines the responsibilities of each party to ensure a successful virtual learning experience. Agreement to these terms is required prior to registration for FLEX Academy courses. **A signed copy of this document shall be provided to the student/parent and is to be housed in the student's permanent folder.**

Student Responsibilities

- Complete the FLEX Academy Orientation course.
- Throughout the course, read the information in each module, paying close attention to the checklists and pacing chart.
- Follow all expectations, rules, and regulations mandated by the Virtual Learning Specialist, school, and DeKalb County School District.
- Participation in on-site support is recommended for failure to maintain adequate weekly progress.
- Log in daily to complete assignments, assessments, and discussions in a timely fashion in accordance with the pacing chart.
- Contact the FLEX Academy instructor to request assistance.
- Participate in Virtual Learning Specialist tutorials as needed.
- Complete all assignments as assigned. Failure to do so will negatively impact your grade.
- Lack of attendance or progress may result in withdrawal from program. A grade of "DR" will be reflected on transcript.
- Take the corresponding EOC assessment at your home school during the designated testing window (see below for details).

Parent Responsibilities

- Monitor grades using the Infinite Campus parent portal.
- Monitor your child's completion and submission of assignments.
- Provide consistent daily access to internet accessible devices.
- Contact FLEX Academy instructors with concerns or feedback regarding your child's academic progress.
- Work in conjunction with the home school to ensure that your child takes the corresponding EOC assessment, if applicable, during the designated testing window (see below for details).

Local School Responsibilities

- Reinforce expectations, rules and regulations of the local school and the DeKalb County School District.
- In partnership with FLEX Academy Staff, inform parent/guardian of student's academic progress and provide support as needed.
- In partnership with FLEX Academy Staff, conference with the parent/guardian/student regarding student progress as requested.
- Provide information to applicable students about appropriate testing window for EOC assessments.

FLEX Academy Virtual Learning Specialist Responsibilities

- Respond to students, parents, and local school staff within 24 hours.
- Post grades in Infinite Campus weekly and submit progress reports to students every 4.5 weeks.
- Identify deficiencies and interventions on report cards and progress reports when appropriate.
- Provide archived, asynchronous virtual classroom lessons so that students can receive assistance
- Provide focused instructional support to assist student with their academic progress.
- Contact and meet with students with incomplete assignments, low login history, and other academic concerns.
- Publish a pacing chart for each course to help students maintain adequate course progress.
- Contact parents about student progress via phone, email, and Adobe Connect.
- Maintain contact logs.

_____/_____ The EOC Assessment counts as 20% of the student's final grade in the corresponding course. If a student fails to take the appropriate EOC during the term of the course, the student will receive an "I" (Incomplete) until he/she takes the EOC assessment within the allotted time period (i.e., three months after course ends). After the allotted time has passed and the student has not taken the EOC assessment, a zero (0) will be recorded for the EOC assessment score. **By initialing next to this statement, I acknowledge that I/my student must complete the corresponding EOC Assessment in the allotted time period.**

_____/_____ Given the National Collegiate Athletic Association's (NCAA) updated guidelines regarding virtual courses, student athletes should not take FLEX Academy courses. FLEX Academy courses do not meet NCAA requirements. **By initialing next to this statement, I acknowledge that I am not/my student is not a student athlete.**

_____/_____ FLEX Academy courses follow the DeKalb County School District's academic calendar. For the **Summer 2017** semester, courses begin on **May 30, 2017** and end on **June 22, 2017**. *Students may not withdraw from summer courses after June 8, 2017. Once the course has been accessed, course tuition cannot be refunded.* All course content, assessments, and discussions must be completed by **June 22, 2017**. **By initialing next to this statement, I acknowledge that I must abide by these deadlines.**

Parent: _____ Date: _____ Counselor: _____ Date: _____

Student: _____ Date: _____ Administrator: _____ Date: _____