

ALEXANDRIA CITY PUBLIC SCHOOLS - ONLINE LEARNING PROGRAM

The ACPS Online Learning Program (ACPS-OLP) is the division program responsible for the oversight, distribution, and quality assurance of online learning opportunities for ACPS students. This document outlines the guidelines for participation in the OLP. These guidelines will help assure that all parties are aware of their roles in assisting students to succeed when taking online learning options from ACPS - OLP.

I. General Overview

A. The ACPS Online Learning Program will:

1. Oversee the approval, distribution, and establish quality assurance guidelines for all online learning options that are made available to ACPS students.
2. Provide in-service training to school site facilitators in the district when ACPS students are taking classes during the school day or from school based facilities.
3. Provide training and awareness programs to meet the needs of the school leadership, counselors, and other appropriate staff members.
4. Provide students with required supplemental course materials if applicable.
5. Assess and evaluate student progress in accordance with the course for which the student has registered.
6. Implement a common drop policy for students enrolled in online courses.
7. Provide the schools with information regarding course registration processes.

B. The School will:

1. Assist in educating students and parents regarding the availability of online learning options that ACPS makes available.
2. Follow the student enrollment guidelines as set forth by the ACPS-OLP.
3. Provide testing venues for students when a face-to-face assessment is required.
4. Enter course grades that students earn on student transcripts.
5. Work together with the Director of Online Learning to assign a Mentor to those online courses and students in the event that students take part of their regular school day to access their online course.

II. Necessary School Support Personnel

A. Guidance Counselors

The guidance counselors will be responsible for working in conjunction with the Director of Online Learning in order to:

1. Provide information to students, parents/guardians and staff regarding ACPS-OLP offerings, scheduling, and registration.
2. Determine courses needed by students based on scheduling and on other needs.
3. Provide requested information and other documentation to the ACPS-OLP contact.

- 47 4. Determine whether there is a match between students’ needs and the use of online
48 courses.
- 49 5. Work with the ACPS-OLP to provide an orientation to learning online for parents and
50 students.
- 51 6. Ensure that proper grade and credit information for online courses are recorded in the
52 student’s transcript.
- 53 7. Coordinate the securing of student services as needed, including the proctoring of any
54 face-to-face exams that may be required.
- 55 8. Review student progress information.
- 56 9. Notify the ACPS-OLP contact if it appears that the student will need to drop the course
57 within ten (10) school days of the student being granted access to the course.

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B. Mentor

61 The Mentor role is necessary should students be accessing their online course(s) from the school
62 during the regular school day. The Mentor works directly with the student to provide
63 encouragement and weekly monitoring. The Mentor will:

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- 65 1. Assure work stations meet course requirements and have appropriate plug-ins installed.
- 66 2. Monitor the student’s progress and work together with the Director of Online Learning to
67 maintain contact with the online teacher as needed.
- 68 3. Check weekly with the student to see how the student is progressing and provide support
69 as needed.
- 70 4. Proctor face-to-face exams.
- 71 5. Take regular attendance for students working on course in a face-to-face environment.
- 72 6. Communicate with ACPS-OLP contact and various vendor technical support personnel as
73 needed.
- 74 7. Communicate with the ACPS-OLP contact to provide feedback on the course,
75 instruction, and the satisfaction level of the students and parents/guardians.
- 76 8. Participate in any necessary training to have a clear understanding of expectations of
77 individual vendors and technologies.

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79 **III. Participation Policies and Guidelines**

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81 **A. Course Selection and Enrollment Policy**

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- 83 1. Only online courses and online course providers approved through the ACPS-OLP are
84 eligible for enrollment and academic credit.
- 85 2. Only students who are enrolled in the district are currently eligible to take a course with
86 ACPS-OLP.
- 87 3. Students shall be eligible to enroll in online courses as long as the course request is
88 academically appropriate for the student.
- 89 4. No minimum GPA is required to enroll in an online course. School leaders and
90 counselors should refer to the “*Profile of a Successful Online Student*” guidelines
91 (Appendix A) when processing a student’s request to enroll in an online course.

- 92 5. Students' requests to enroll in online courses shall be submitted to the ACPS-OLP
- 93 contact by the school guidance counselor via the online form link.
- 94 6. It is recommended that students enroll in no more than two courses per term during the
- 95 regular school year. Exceptions must be approved by the ACPS-OLP.
- 96 7. A student may not retake a course through the ACPS-OLP if a unit of credit for that
- 97 particular course is already recorded on his/her official transcript.
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99 **B. Attendance, Course Completion and Academic Records Policy**

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- 101 1. Students enrolled in online courses must maintain a steady pace of communication and
- 102 submission of assignments as set forth by their online teacher. Failure to actively engage
- 103 in the online course may result in the student being withdrawn from the course.
- 104 2. All course work and required assessments must be completed by the assigned course
- 105 completion deadline unless an extension is recommended by the student's principal and
- 106 approved by ACPS-OLP.
- 107 3. Official final course grades (transcript/grade report) will be reported to the school
- 108 facilitator/guidance counselor. Interim and quarter grades may not be reported.
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110 **C. Drop Policy**

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- 112 1. Grace Period - Students may withdraw from their online course within the first 10days of
- 113 activation for any reason without academic penalty. The school guidance counselor or
- 114 mentor is responsible for notifying ACPS-OLP regarding withdrawal requests.
- 115 2. A student who requests to drop an online course (or is administratively withdrawn for
- 116 non-performance) will receive a grade of W/P (withdraw passing) if he or she was
- 117 passing the course at the time of the drop or a W/F (withdraw failing) if he or she was
- 118 failing the course at the time of the drop. The grade of W/P will carry no Carnegie units
- 119 and no quality points will be factored into the student's grade. The student will receive a
- 120 W/F (withdraw failing) if he or she is failing the course. The grade of a W/F will carry no
- 121 Carnegie units but **WILL** be factored into the student's GPA as zero quality points."
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123 **D. Online Course Agreement**

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- 125 1. As part of the course request and registration process, students and their legal guardians
- 126 must sign and return the ACPS OLP Online Course Agreement to their school counselor.
- 127 See Appendix B.
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129 **IV. Funding**

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131 Unless specified otherwise, online courses made available through ACPS-OLP during the regular

132 calendar year are provided at no cost to the students. Online courses taken outside of the regular

133 calendar year (during summer school) are subject to the same fees as face-to-face courses offered

134 outside of the regular calendar year.

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136 **V. Technical Specifications**

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138 ACPS-OLP will ensure that school issued devices meet the technical specifications that are
139 needed for students to successfully participate in online courses.

140 Students enrolled in online courses are provided unrestricted access to the student help desk for
141 technical issues.

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143 While students may access their online course at a time and place outside of the regular school
144 day, ACPS-OLP is not responsible for ensuring that non-district computers meet the minimum
145 technical specifications.

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147 **VI. Calendar**

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149 ACPS-OLP will communicate with appropriate school staff regarding dates for course
150 registration throughout the year.

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152 **VII. ACPS-OLP Online Course Offerings**

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154 Online courses available through ACPS-OLP can be found at:

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156 www.acps.k12.va.us/technology/olp/courses.php

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158 Note that the availability of certain courses may change from time-to-time during the school
159 year.

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161 Amended: May 14, 2015