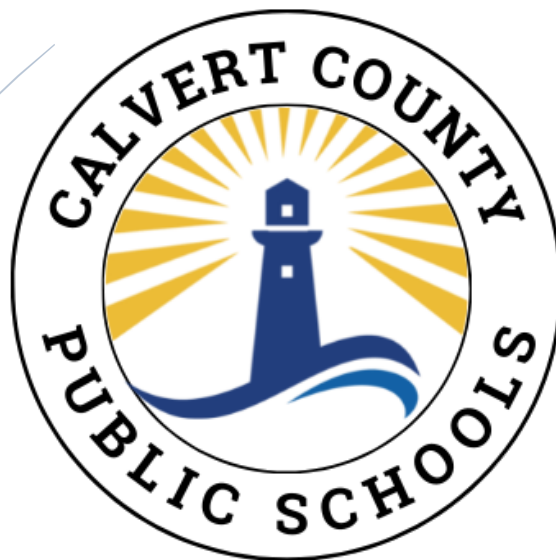


January 2026

Online Learning Student/Parent Information Packet



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Online Program Overview

Calvert County Public Schools (CCPS) provides online learning opportunities for high school students. These courses may be taken to earn original credit or to recover credit for a course previously not successfully completed.

Eligibility

- Only students enrolled in a CCPS high school may participate in the CCPS Online Learning Program.
- Students in grades 10, 11, 12, and second-semester 9th-graders are eligible to enroll
- Students can take up to two online courses in addition to their course schedule.

CCPS Online Courses

Students in grades 10, 11, 12, and second-semester 9th-graders are eligible to enroll in online courses offered by CCPS. Students should refer to the High School Planning Guide to identify which courses are offered online. These courses can be taken for original credit or credit recovery.

- Enrollment in a CCPS Online Course is limited to those courses that have been approved by Calvert County Public Schools and are noted in the High School Planning Guide. Course offerings are subject to change based on MSDE approval, student interest, and staffing.
- Online teachers will set due dates for assignments. Online course grades will be reported to the Home Access Center (HAC) during each marking period. The grade from the online course will be reflected on the student's report card and transcript. All students enrolled in a CCPS Online Course will be assigned a mentor who is a staff member in their building.
- Students may request to take an online course when creating their course requests in HAC or by completing the Online Learning Interest. Students may elect to complete the CCPS Online Introduction course to become familiar with learning activities found in online courses.
- Online courses have a required face-to-face component. Students will be provided with a schedule of required meeting dates before the course begins. Required meetings may be held after school, evenings, weekends, in-person, or virtually depending on course content. Online teachers may offer optional meetings to support students. Please refer to the Course Offering Guide for the courses that require face-to-face meetings.
- Students scheduled for more than 7 credits within a given school year will be charged a fee of \$325 for a one-credit course and \$225 for a half-credit course (this includes a \$25 non-refundable fee). There is no charge for students taking a course for review credit.

Generally, the online courses offered every school year are:

AP Courses	Full Credit Courses	Half Credit Courses
AP Calculus I AP English Lit & Comp AP English Lang & Comp AP Psychology AP Statistics	Foundations of Comp Sci - 3505o Foundations of Tech - 8000o Music Appreciation - 6370o (Gr. 11 & 12)	Health I - 7010so (Spring Only) Health II - 7115so (Gr. 11 & 12) Financial Literacy - 5230so (Gr. 11 & 12)

Generally, the online courses offered every summer are:

Full Credit	Half Credit
Foundations of Comp Sci - 3505o Foundations of Tech - 8000o Music Appreciation - 6370o (Gr. 11 & 12) Spanish I - 1810o Spanish II - 1820o	Health I - 7010so Health II - 7115so (Gr. 11 & 12) Financial Literacy - 5230so (Gr. 11 & 12)

Roles and Responsibilities

Students

CCPS online courses are asynchronous, but some courses require face-to-face meetings. This could be virtual or in person.

Students taking an online course should possess self-discipline, self-motivation, and superior time management skills needed for success. Students are expected to work independently in a self-directed learning environment.

- ✓ Access to wi-fi and printer at home.
- ✓ Working laptop or computer.
- ✓ Have a dedicated workspace at home that is free of distractions.
- ✓ Check school email account daily.
- ✓ Attend orientation meeting and any other required meeting sessions.
- ✓ Familiarized themselves with course syllabus and meeting dates.
- ✓ Meet assignment due dates.
- ✓ Check HAC on a regular basis.
- ✓ Meet with your assigned online mentor on a regular basis.
- ✓ Show up for appointments made by your teacher, mentor, or school counselor.

What to do if you are having trouble or have questions?

Step 1: Email your teacher. Be as specific as you can and include screenshots if necessary.

Step 2: Contact your online mentor that is in your building, in person or by email.

Step 3: Contact your school counselor for assistance.

Parents/Guardians

- Ensure your student has the necessary materials and a dedicated space to work on online assignments that promote an environment that is free of distractions.
- Help your student develop daily study and work schedule to stay on top of assignments. Also make sure your student meets on a weekly basis with their online mentor. Their online mentor is a staff member in their building that has been assigned to monitor their progress.

- Have regular check-ins with your student to monitor grades and progress. Check HAC on a regular basis.
- It is important to encourage your student to check their school email daily. Students should be the ones contacting their teacher and/or mentor when they have questions or need help.

Teachers

- Online teachers will be in contact with students before their course starts using the student's school email account.
- Online teachers will provide a copy of the course syllabus, required meeting dates, and due dates for assignments by email and added to Schoology.
- Due dates will be added to the online learning management system (LMS = Apex, MSDE Instructure Canvas, or Edmentum).
- The online teacher will email and post links in Schoology for students to access virtual meetings on Teams.
- Students may be utilizing more than one learning management platform. Depending on the course(s) they may be using Schoology, Apex, MSDE Instructure Canvas, or Edmentum.
- The online teacher will be monitoring their email and will reply to an email needing a response within 48 hours. If a virtual meeting is needed, the teacher will send the student a Teams meeting invitation.
- Grades used for the report card will be added in HAC regularly so students and guardians can monitor weekly progress. If a student is having difficulties, the online teacher should contact the student's parent and mentor. The online teacher may have to contact the student's school counselor as well.
- If students have an issue accessing the LMS, please contact the Online Course Coordinator.

Online Mentors

- A school admin will assign an online mentor for each online student.
- Mentors are assigned no more than 6 students to mentor each semester.
- The online mentor will make initial communication with the assigned students and set up a schedule for weekly face-to-face meetings to check in on student progress. Let your students know the best way to contact you if they need assistance.
- Mentors of students taking courses on the **MSDE Instructure Canvas** platform will have a login to view their mentee progress.
- Mentors and families of students taking courses on the **Edmentum** platform will receive a weekly progress email and have a login to view their mentee progress.
- For courses that utilize **Apex**, mentors and families will receive a weekly email progress report and have access to the Apex platform to monitor students.
- If a mentor finds they do not have access to their student's progress or is not receiving weekly progress report emails, please contact the Online Course Coordinator.
- When meeting with mentee students, have the student log into the learning platforms they are using and HAC so you can view and discuss course grades and assignments together. Review due dates and check for missing assignments.
- Help the student work out a study plan to set them up for success. Encourage students to contact their online teacher if they need extra support or if they are unable to access materials.
- If a student is having difficulty, the mentor should contact the student's parents, online teacher, or school counselor.

School Counselors

- School Counselors should have all students interested in taking an online course complete the Online Learning Interest Survey.
- School counselors have information materials that can be given to interested students. Interested students and families are encouraged to visit the CCPS Online webpage.
- If a student needs to be enrolled or dropped from an online course, the Online Course Coordinator will add or remove any online courses from student schedules in eSchool.
- School counselors will be responsible for making changes to student schedules in eSchool for in-person courses.
- Once students are scheduled for an online course, the school counselor may be contacted if the online teacher or mentor are having difficulty communicating with the student or contacting guardians.

Online Program Course Offerings 2026-2027

Tentative Fall/Spring

AP Offerings (1 Credit)	Full Year (1 Credit)	Semester (1/2 Credit)
AP Calculus I - 3409o AP English Lit & Comp - 1409o AP English Lang & Comp - 1309o AP Psychology - 2549o AP Statistics - 3429o	Foundations of Comp Sci - 3505o Foundations of Tech - 8000o Music Appreciation - 6370o (Gr. 11 & 12)	Health I - 7010so Health II - 7115so (Gr. 11 & 12) Financial Literacy - 5230so (Gr. 11 & 12)

Course offerings are subject to change based on MSDE approval and student requests in May.

Contact Heidi Klopp, Online Course Coordinator, at 443-550-8024 or klopph@calvertnet.k12.md.us for more information.

Eligibility

- Ninth graders are eligible to take an online course during the spring of their Freshman year.
- Seniors and then Juniors will be given registration priority for course enrollments.

Registration & Fees

- Students **MUST** complete the Online Learning Interest Survey to be considered for enrollment.

Access the Online Learning Interest Survey and Online Introduction at <https://www.calvertnet.k12.md.us/onlinelearning>

- Students scheduled for more than 7 credits within a given school year will be charged a fee of \$325 for a one-credit course and \$225 for a half-credit course. This includes a non-refundable \$25 registration fee for each course.

Time & Commitment

- Online courses are rigorous and academically challenging.
- A substantial commitment is required by the student.
- Students should make and keep a schedule that commits to at least 6 hours each week to complete coursework.
- Students can schedule no more than one online course outside of the regular school day.

Attendance

- Students will receive dates for scheduled meetings before the course begins. Refer to the chart below for course attendance requirements. Meetings may be held after school, evenings, weekends, or held virtually depending on course content. Additional meetings may be required depending on student needs and course content.

Courses	Required to Attend
Financial Literacy	Orientation meeting and at least 4 additional meetings
Foundations of Computer Science Foundations of Technology	Orientation meeting and at least 8 additional meetings
Health I and II Music Appreciation AP courses	Orientation meeting

Communication

- Most communication with students and parents is conducted using email.
- Parents are required to provide a current working email.
- Student accounts will use their school-issued Microsoft Outlook email.

Online Program Course Offerings Summer 2026

June 22, 2026 – July 30, 2026

(1 Credit)	(1/2 Credit)
Foundations of Comp Sci - 3505o Foundations of Tech - 8000o Music Appreciation - 6370o (Gr. 11 & 12) Spanish I - 1810o Spanish II - 1820o	Health I - 7010so Health II - 7115so (Gr. 11 & 12) Financial Literacy - 5230so (Gr. 11 & 12)

Course offerings are subject to change based on MSDE and student requests in May.

Contact Heidi Klopp, Online Course Coordinator, at 443-550-8024 or klopph@calvertnet.k12.md.us for more information about online summer courses.

Registration

- Students **MUST** complete the **Summer School Online Learning Interest Survey** to be considered for enrollment.

Access the Summer Online Learning Interest Survey and Online Introduction and further registration instructions at <https://bit.ly/ccpsonlinesummerinfo>

- Juniors (rising Seniors) and Sophomores (rising Juniors) will be given priority enrollment.
- Fees once officially enrolled: One-credit courses are \$325. Half-credit courses are \$225. These fees include a non-refundable \$25 registration fee for each course.

ONLINE PROGRAM SUMMER REGISTRATION ENDS JUNE 12, 2026

Current Grade Level 2025-26	Registration Begins at 8 a.m.
Seniors	May 4, 2026
Juniors	May 18, 2026
Sophomores and Freshmen	June 1, 2026

Attendance

- Online summer school begins in June which is earlier than face to face summer school.
- Students will be emailed mandatory virtual meeting schedules before courses begin.
- Additional meetings may be required depending on student needs and course content.
- Online courses and school email cannot be accessed from anywhere outside of the US.

Online Courses	Virtual Meetings Required to Attend
Financial Literacy Foundations of Computer Science Foundations of Technology	Orientation meeting and at least 3 additional meetings
Health I and II Music Appreciation Spanish I and II	Orientation meeting

Time & Commitment

- Online courses are rigorous and academically challenging and require substantial commitment by the student.
- Students should make and keep a schedule that commits to at least 6 hrs. each week to complete coursework.

Communication

- Student accounts will use school-issued Microsoft Outlook email. Most communication with students and parents is conducted using email.
- Parents are required to provide a current working email.

Student Checklist for Fall/Spring 2026-27

Online Course Registration

CCPS Website to begin Online Registration Process:

<https://www.calvertnet.k12.md.us/OnlineLearning>

----1. Request an Online Course

Add any online course you would like to request to your proposed schedule for next year in HAC. Your guidance counselor can provide instructions to do this. If you decide you want to take an online course and have already submitted your proposed schedule, contact your school counselor.

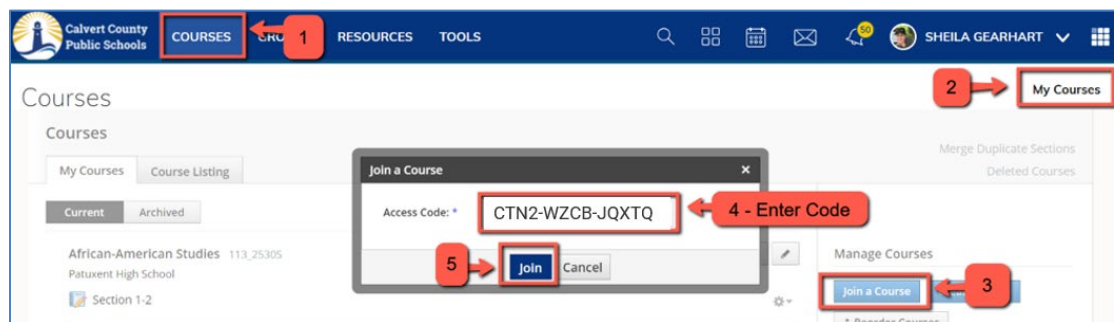
----2. Complete the Online Learning Interest Survey

Every student interested in taking an online course must complete the **Online Learning Interest Survey**. This survey indicates which online courses are available. Students who have PREVIOUSLY taken an online course are still required to complete the **Online Learning Interest Survey**. After completing the survey, you will receive an email your request is being processed.

Please note, completion of the Online Learning Interest Survey does not ensure you will be enrolled in a course. Online courses run based on interest, enrollments, and MSDE approval. Spots in online courses are limited, and priority will be given to seniors and juniors.

----3. Complete the Online Introduction Course in Schoology (Optional)

In this course, you will complete a shortlist of activities similar to those found in most online courses. This is a self-paced course students complete independently. [Log in to Schoology](#) to access CCPS Online Introduction course (**access code CTN2-WZCB-JQXTQ**). Introduction should take approximately 1-2 hours to complete. Schoology will track your progress.



----4. Confirmation Email from the Online Course Coordinator

You will receive a confirmation email from the Online Course Coordinator letting you know you have been officially enrolled, waitlisted, or if you did not receive a spot in the course you requested. Copies of any emails will also be sent to parents/guardians and your guidance counselor. The online course will appear on your schedule in HAC (Home Access Center). Before the course starts you will receive emails with information about your teacher, accessing the online platform, and a schedule of tentative dates if face-to-face meetings are required.

Online Course Payment

- Students scheduled for **more than seven credits** for the school year 2026-2027 will be charged a fee of \$325 for a one-credit online course and \$225 for a half-credit online course (this includes a \$25 non-refundable fee).
- A bill will be sent out by early October (or March) for all courses that take place during the regular school year. The bill will include instructions on making payment. Full payment is due by the end of November (or May).
- Course descriptions, pre-requisites, and grade level restrictions are fully outlined in the High School Educational Planning Guide, available from your school counselor.

Common Misconceptions about Online Learning

Online courses are easier than face to face courses.

FALSE!

Every course has a pacing guide for assignment due dates and students are expected to work every day, Monday through Friday, for at least 30-45 minutes each day. Every course has weekly assignments and a final exam. Online courses are aligned with CCPS curriculum for student learning. There is no hiding in an online course. Every student has a front row seat.

It's easy to cheat in an online course.

FALSE!

Teachers quickly learn each student's writing style and skills. Teachers email message, text, and call their students to check on their understanding of course material. Learning is often applied in projects requiring high levels of thinking skills. Teachers use technology to track plagiarism.

Since online courses are self-paced, student can take time off whenever and take it easy.

FALSE!

While online courses are designed to be self-paced, they are also designed to run for a designated period of time (like a semester). A student's progress in the course is documented through their work. The Learning Management System (LMS), which houses the online course, keeps track of a student's whereabouts in the course and the time spent in each area. A teacher has access to those records.

Online is NOT Easier

- ◆ Dedicate time daily.
- ◆ Realize that critical thinking and decision-making are part of the learning process.

Online courses are software programs you do with no support.

FALSE!

Prior to taking an online course, students complete a self-assessment survey and an Online Orientation designed to help them learn and demonstrate online learning skills. Each course has a highly qualified teacher and a class size of approximately 20 students. Students are provided with their teacher's contact information, and classes open to an announcements page with important current information. Students receive feedback on each assignment and are encouraged to communicate with their teacher daily. Chat and video conferencing are possible for tutoring. Each student is assigned a Mentor. A Mentor is a school based staff member who meets with students regularly to provide them support and monitor progress.

Student enrolled in online courses never get to interact with other students.

FALSE!

Courses include student to student discussions, group projects, journals, and web 2.0 tools such as wikis and blogs. Chat and online webinars are also possible for synchronous meetings. Courses may include group projects, evaluating each other's work through self and peer assessment, group simulations and other collaborative assignments.

Online Learning FAQ's – Fall/Spring Courses

When am I eligible to enroll in an online course?

All students must complete the [Online Learning Interest Survey](#) before any online course can be added to their schedule. Ninth graders may enroll in an online semester course during the Spring of their Freshman year. You may enroll in an online course if you are in Grades 10-12, as space allows.

How do I register for an online course?

In the spring, students can request an online course when making out their schedules for the next school year in HAC. Students may also contact their school counselor if they want to take an online course. All interested students must complete the [Online Learning Interest Survey](#).

Requesting an online course or completing the *Online Learning Interest Survey* does not guarantee you a spot in a course. Courses run based on interested enrollment and spots are limited. Priority is given to Senior and Junior class students.

How will I know if I am enrolled in an online course?

If you are officially enrolled in an online course, you will receive a confirmation email if you have been enrolled, waitlisted, or if you did not get a spot in the course you requested from the CCPS Online Course Coordinator. You will also see the online course added to your schedule in HAC (Home Access Center).

When will my class meet and when do I work in an online course?

You will be able to access the online course 24/7. Your online course will be added to your schedule in HAC (Home Access Center), and you will complete coursework and attend any course meetings outside of the school day. All CCPS online courses require face-to-face meetings depending on course content. Face-to-face meetings are scheduled using a video conferencing platform. Students will receive a tentative schedule of required and optional face-to-face meetings before the first class. If you have a problem with a scheduled face-to-face meeting, the student should contact the teacher ahead of time to make alternative arrangements. Attending required face-to-face meetings will be important for student success. Online teachers may schedule additional face-to-face sessions for students who need more support.

Course	Required to Attend
Health I and II	Orientation meeting
Financial Literacy	Orientation meeting and at least 4 additional meetings
Foundations of Computer Literacy	Orientation meeting and at least 8 additional meetings
Foundations of Computer Science	Orientation meeting and at least 8 additional meetings
Music Appreciation	Orientation meeting

How is an online course different from one taught in a traditional classroom setting?

Online courses follow a curriculum and learning outcomes closely aligned with CCPS traditional courses. The teacher communicates with the student through email and online. The courses are interactive and provide a wide variety of activities, assignments, and assessments.

How do students and teachers interact?

The online teacher interacts with students mostly through email, online discussions, the course's Learning Management System (LMS), and comments on assignments. Online teachers provide feedback on returned work, ask questions over email, and participate in online discussion boards. Some courses may include communicating with your teacher through video conference software. Courses may have face-to-face meetings in person or by using a video conferencing platform.

Do these online courses meet state and local standards?

Yes. CCPS offers online courses that have been approved by the Maryland State Department of Education (MSDE). Some CCPS Online courses require face-to-face meetings to meet MSDE curriculum expectations. Each course and assessments have been reviewed by a panel of highly qualified teachers who examined it for alignment with local and state content and instructional design standards.

Are all assignments online?

Every course requires both online and offline work. For instance, students will utilize the course LMS online to watch multimedia presentations, do computer-graded online exercises, or participate in online discussions. Other times, they might go online to pick up an assignment, then study or work offline. Students might have readings, and then an essay to write, or do a set of math problems and then submit them to their online teacher for grading.

Will I get a grade and course credit? How do I check grades for the report card?

Yes. The same CCPS grading and credit policies apply to online courses as courses offered at school. Students can check their progress and grades online in HAC (Home Access Center). This grade may be different than the grade in the online course platform. The grade in HAC will be the grade used for report cards. A CCPS Online Mentor is a faculty or staff member in the student's home school. The Mentor will meet with students weekly, check their progress and grades online, and help keep in contact with the online teacher and parent.

Who will be teaching the course?

All online courses are taught by highly qualified CCPS teachers who have been trained to teach in an online environment.

What if I need help with the course content?

Your online teacher will tell you the best times and ways in which they can be reached. You will also be assigned a Mentor at your school who will meet with you weekly. Your mentor will monitor your progress and help you develop a plan for time management pacing, and strategies for opening communication lines with your teacher, pacing, or helping you locate another student or tutor to work with.

What is the cost of an online course?

CCPS offers online courses taken as part of a student's typical 7-credit school day during the school year for free. Online courses offered in the summer or scheduled in addition to a regular school day (greater than 7 credits during the school year) will incur a course fee of \$325 for a one-credit course or \$225 for a half-credit course. This cost includes a non-refundable fee of \$25. There is no charge for students taking an online course for review credit.

Bills for online courses come out by early October and will include instructions to make a payment. Payments can be submitted to the school's finance secretary by cash or check. Checks should be made payable to CCPS. Credit card payments can be made using [Online School Payments \(OSP\)](#). OSP charges a program fee for the convenience of using a credit card. This fee is a percentage of the total cost of the course.

Student Code of Conduct for Online Learning

All CCPS students are expected to follow the *Code of Student Conduct* and your understanding of this is confirmed by your signature on the “Statement of Understanding.” This policy also applies to the online learning environment. All CCPS students are expected to follow the highest standards of honesty and integrity.

Online academic integrity depends on mutual trust between online teachers, mentors, students, and parents. Any student who attempts to cheat, plagiarize, falsify information, or receive credit for work he or she did not do will be dealt with accordingly by the online teacher, mentor, and/or CCPS administration.

Types of behavior that **do not** demonstrate academic integrity include the following examples:

1. Plagiarism is the act of representing another’s ideas, words, expressions, or data in writing or presentation without properly acknowledging the source. This includes the use of Generative AI.
2. Submitting work through the use of another student’s password/login. Student logins/passwords are confidential information that should not be shared with others. Any assignments, work, or projects posted while using another student’s login will be considered plagiarism.
3. Cheating (intentionally using or attempting to use unauthorized material, assistance, or study aids in any academic work). Cheating includes when a student copies another student’s work and submits it as their own work.
4. Completing work or taking an exam for another student OR having another person do the work or take an exam.
5. Falsification and/or misrepresentation of data by submitting false data or sources.
6. Computer crimes include damaging computer programs, hacking, constructing viruses, introducing viruses into a system, or copying programs.
7. Inappropriate use of email, discussion forums, or synchronous course chat rooms.

A student engaging in behaviors that do not uphold CCPS academic integrity will be reported to the student’s home school by the online teacher. Student consequences will follow ***CCPS Policies and Procedures #1112 Regarding Student Discipline***. In some cases, a student may be removed from the online course.

By signing below, I am stating that I understand the Student Code of Conduct for Online Learning.

Student Signature

Date

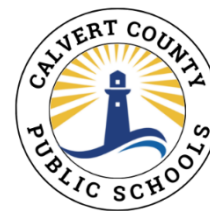
Parent/Guardian Signature

Date

Photograph or scan this signed form to submit as part of Online Introduction.

Non-Discrimination Statement

Calvert County Public Schools does not discriminate on the basis of race, ethnicity, color, religion, sex, age, national origin, marital status, sexual orientation, gender identity, or disability, or any other characteristic protected by law in its programs and activities and provides equal access to the Boy Scouts and other designated youth programs.



Calvert County Public Schools does not refuse enrollment of a prospective student, expel a current student, or withhold privileges from a current student, or prospective student, or the parent or guardian of a current or prospective student because of an individual's race, ethnicity, color, religion, sex, age, national original, marital status, sexual orientation, gender identity, or disability.

Calvert County Public Schools does not discipline, invoke a penalty against, or take any other retaliatory action against a student or parent or guardian of a student who files a complaint alleging that the program or school discriminated against the student, regardless of the outcome of the complaint.

The following persons have been designated to handle inquiries regarding the non-discrimination policies:

- Director of Student Services
- Director of Human Resources
443-550-8000

For further information on notice of non-discrimination, visit the Office for Civil Rights Complaint Assessment System at: <https://ocrcas.ed.gov> or call 1-800-421-3481.