Student: _____   Counselor: _____

CCSD Online Student Agreement
Cobb Virtual Academy (CVA) and Georgia Virtual School (GaVS)

To ensure success in online course, 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 primarily asynchronous online learning* with CVA and GaVS. *The CCSD Online Student Agreement is required for students each term.*

*Asynchronous online learning – CVA and GaVS classes are built to provide maximum scheduling flexibility; all content, assignments, and assessments are available 24/7. Because of this structure, they are not regularly scheduled into live sessions with teachers and students.

CVA/GaVS Online Class(es) Registration Process:

Students may only register for a GaVS course IF the course is not offered by CVA or is full on CVA.
www.cobbvirtualacademy.org   www.gavirtualschool.org

Student must register online for the requested course(s) in addition to submitting this agreement.

1. Student and parent must read and review the information located on the CVA and/or GaVS websites regarding the responsibilities of taking online courses.
2. **Student and parent must review and sign this CCSD Online Student Agreement.**
3. **Student must submit Agreement to counselor and register for requested class(es) online.**
4. **Counselor will approve class(es) via CVA/GaVS and change students schedule after above steps have been completed.**

Courses will be denied if student registers for CVA/GaVS courses and Agreement is not submitted to counselor, and student will need to re-register after submitting Agreement.

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 **work productively** in each class for 10-12 hours per week for each full unit (Y) course and 5-6 hours per week for each half unit (A or B) course during Fall and Spring terms. **Students enrolled full time online must work productively for about 40 hours per week**. The number of hours for full-time online students is equivalent to working a full-time job. For **Summer Term** time requirements, check the CVA or GaVS websites. **Productive work** means submitting work on or before the due date, including: assignments, discussion board items, projects, labs, quizzes, tests, and any other assigned coursework
		2. The student and parent will print the provided Course Schedule/s and the student will follow the **Course Schedule's due dates** by submitting work on or before the due date.
		3. 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.
		4. The student has **daily access to a reliable internet connected computer (laptop or desktop)**. Students who are scheduled to take an online course during their scheduled school day **(FTE) must also be able to work at home** if they do not complete their scheduled work at school. **Tuition students** will be working outside their scheduled school day and need daily computer access.

Student Initials	Parent/ Guardian Initials	Expectations
		5. The student has demonstrated that s/he can **send and receive emails** with attachments and can **utilize Microsoft Office 365 applications** (ie Word, PowerPoint, and Excel) to create documents and presentations, and save them to designated storage.
		6. The student has a **computer-based method** (computer folder, cloud storage) to **organize and store coursework.**
		7. **Email and the Remind app** are the primary forms 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 **check email and Remind messages daily** and respond to teacher contacts promptly
		8. **Parents should assist 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
		9. **CVA Courses Only:** Parents have multiple ways to monitor student progress in CVA courses: • Parents should log into **CTLS Parent** and use "Classroom Access Mode" to view their student's CVA class. This allows parents to view the course announcements, teacher contact information, and the student's Grade Center. • The live **CTLS "My Grades" section** shows the most current coursework average, grades on individual assignments, and the date and time each item was submitted. • Teachers and CVA Administration send **emails to the parent email account provided at registration.** These emails include individualized communication and periodic grade updates. • After the third or fourth week of the fall/spring term, CVA sends the student's overall course grade to **ParentVue.** This is updated nightly. *Note: ParentVue is not available during summer term.*

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.

Student Initials	Parent/ Guardian Initials	Policies and Procedures
		1. 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.
		2. **Tuition students may withdraw** from a CVA course **per the withdrawal process** posted on the CVA website. **Tuition** students may withdraw from a GaVS course as **per the withdrawal process** posted on the GaVS website.
		3. 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.
		4. Students **cannot change** from FTE to tuition status during the term.
		5. Students who **transfer** from one CCSD school to another **will remain enrolled** in their CVA and/or GaVS course(s).
		6. Online course **grades will appear on the student's transcript** and will be averaged into the grade point average (GPA).

Student Initials	Parent/ Guardian Initials	Policies and Procedures
		7. Students taking CVA/GaVS courses must **abide by all policies and procedures of the CCSD and CVA/GaVS.**
		8. **Students enrolled full-time online** 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 **enrolled full-time online who do not work productively** in their online courses **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.
		10. **Students failing an online course(s) must remain at KMHS and work in the learning lab until the course grade is above passing (70%).**
		11. **Are you traveling internationally?** CTLS (CVA) and Canvas (GaVS) are geo-restricted, so they are only accessible within the physical boundaries of the United States. Please note: • Using a Virtual Private Network (VPN) while traveling outside the United States may help you access content that is geo-restricted. • CCSD student laptops will not allow installation of a VPN. • CVA/GaVS cannot guarantee CTLS/Canvas access and are not responsible for troubleshooting VPN installation or access outside the United States
		12. The following GAVS world language courses do not carry additional quality points: Chinese III, French III, German III, Japanese III, Latin III, Spanish III.

PART III: Student, Parent and Signatures: Please complete and sign the Student and Parent sections below. **Complete Part IV (last page) if student was previously unsuccessful in an online course.**

Student Information and Signature		
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):		Grade:
Student Signature:		Original Graduation Year:
Date:	Counselor:	
CCSD ID Number:	Email:	
School: KMHS	Phone number:	

Parent Information and Signature		
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):		Does your student receive services through either of the following:
Parent Signature:	Date:	☐ IEP ☐ 504
Phone number:	Email:	

Class(es) student is registering for:	Which Semester?	Class(es) to replace (drop)

Part IV: Student and Parent Acknowledgement – ONLY complete if student was *previously* unsuccessful with an online course.

Student Initials	Parent/ Guardian Initials	Statement
		I acknowledge that I/my student 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 student must complete each online course(s) with a final grade of 70% or above this term.
		I understand that if I/my student 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.

COUNSELOR CHECKLIST		
_____ Verify student registered for correct course (including A, B, Y, AB) _____ If student has an IEP or 504 ➡️ _____ Approve course _____ Change schedule	**Does student have an IEP or 504?**	
	--IEP--	**--504--**
	_____ Approved by case manager _____ Notify Ed Supp to upload IEP (GAVS)	_____Notify coord to upload 504 (GAVS)

Counselor Signature: _____   Date: _____

Revised 5.2025