**Virtual Learning Lab Contract**

**Alpharetta High School**

**Virtual Lab Coordinator:** Andrew Bolin (Room 1703) – bolina@fultonschools.org

**Virtual Lab Instructor:** Denise Baugh (Room 1704) – baughd@fultonschools.org

**REMIND:** Send @AHSVir to 81010

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<th>Spring</th>
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**STUDENT**

The Credit Recovery and Virtual Program has been explained to me and my questions have been answered. I believe it will meet my education needs. **PLACE YOUR INITIALS ON EACH LINE BELOW.** By signing this contract:

1. I UNDERSTAND that enrollment in any credit recovery program and virtual class is a privilege, not a right. As a member of this class, you must accept responsibilities and abide by the expectations and rules. These have been outlined below. Please read carefully before you sign this contract. You are always to abide by the Alpharetta High School & FCBOE Student Codes of Conduct, Dress Code, and local school rules. Your signature indicates that you understand and accept both the responsibilities and penalties outlined below.

2. I UNDERSTAND that the NCAA Eligibility Center will not accept credit recovery courses such as Fulton Virtual Credit Recovery (FVCR) and Georgia Virtual Credit Recovery (GVCR). It is the responsibility of me and my family to determine what courses are accepted/not accepted by colleges, scholarship committees, and NCAA. Counselors approve courses which satisfy high school graduation requirements but some of these courses may not be approved by colleges, scholarship committees and NCAA.

3. I UNDERSTAND that if I am taking a Fulton Virtual Credit Recovery course, if I have not completed my course by the end of the FVCR semester, I will have to begin the course over again or gain credit by another means.

4. I UNDERSTAND that I am to come to class prepared (with all necessary materials) & on time, meaning I will be in my assigned seat when the tardy bell rings. I will enter & exit the classroom in an orderly manner.

5. I UNDERSTAND that if I am taking a Fulton Virtual Credit Recovery course outside my normal 6-period class schedule, I will contact a virtual lab instructor to set up an appointment to come in and take my tests/final exams.

6. I UNDERSTAND that I will only sit in my assigned seat, unless otherwise instructed by the instructor. This includes not leaving my seat until the instructor dismisses me.

7. I UNDERSTAND that if I am taking a Fulton Virtual Credit Recovery course, TESTS WILL NOT BE UNLOCKED OUTSIDE OF THE VIRTUAL LEARNING LAB. I understand that scheduling these tests is my responsibility. I understand that I may NOT use notes, textbooks, help from others, websites, etc. during my tests for this course.

   - For tests and quizzes, students will get a maximum of three (3) attempts to earn a passing score. If a passing score is not reached by the third attempt, your highest score from all three attempts will be used to determine your grade for that assessment.

8. I UNDERSTAND that no obscene or suggestive language will be used in the classroom.

9. I UNDERSTAND that I am to listen and follow the instructor’s instructions. I will not interrupt or talk unless I have been recognized by the instructor.

10. I UNDERSTAND that I will remain on task at all times during the class period. I will not disrupt, nor cause disruption in any manner in the classroom, including shouting out, walking around, throwing items in the classroom or sleeping.

11. I UNDERSTAND that I will do my own work and not copy from a fellow student. I will not copy or plagiarize from any other source. I understand that copying is considered cheating and my assignment will not be graded, and an honor code violation will be reported to AHS administration and discipline consequences will follow as imposed by administration.
I UNDERSTAND that IF I am allowed to listen to music during class, it will be only with instructor permission, and that I will only have one ear bud in at one time, the “over the ear” larger headphones are not allowed, and there is no texting, phone calls, picture taking, game playing, etc during class time or my device will be taken away & I will completely lose the privilege of listening to music in class. Any violations that occur will result in confiscation of the device for the duration of the school day and assignment of a private detention with the instructor.

I UNDERSTAND that I will leave the classroom in a clear and orderly manner including making sure my desk is in order and the device I used during class has been put back in the appropriate location within the computer or iPad cart.

I UNDERSTAND that infractions of any policies set forth above is subject to disciplinary action by any faculty member including but not limited to: the classroom instructor, virtual lab coordinator, administrator and/or counselor.

I UNDERSTAND that if I am enrolled in a Study Skills course, it is my responsibility to complete the coursework for Study Skills in addition to completing my credit recovery courses.

I UNDERSTAND that I am responsible for checking announcements and email messages through Edgenuity as important information will be sent through the Edgenuity platform.

I UNDERSTAND that cell phones are a distraction and will not be permitted in class. Therefore, I will place my cell phone in the appropriate “parking spot” at the beginning of class and will not retrieve it until after class ends, or I receive permission from the instructor.

I UNDERSTAND that any violations of these policies will result in consequences assigned by the instructor and/or administration including, but not limited to: instructor warning, instructor private detention, referral to administration, and possible dismissal from the Virtual Learning Lab.

I UNDERSTAND that before any course will be added, I must turn in this contract, signed and completed in its entirety. I also acknowledge that I have signed up for the Remind101.

Virtual Learning Lab AFTER SCHOOL Contract
Revised December 2019

I UNDERSTAND that if I am behind in pacing or have a failing grade in my credit recovery course(s), I will be assigned to attend after-school R.I.S.E. sessions in Room 1704 with Ms. Baugh.

I UNDERSTAND that after-school R.I.S.E. sessions begin at 3:30pm and end at 5:30pm. I am required to stay for the entire two-hour time period, unless prior approval has been obtained to leave early.

I UNDERSTAND that once I arrive to the R.I.S.E. session, I will sign in using the QR code or link posted in the classroom.

I UNDERSTAND that I must leave at 5:30pm and transportation is to be provided accordingly. No supervision is provided after 5:30pm.

STUDENT – Rewrite the following sentence:
I have read the above contract and accept my responsibilities, the rules and penalties. I understand that failure to abide by FCBOE/Alpharetta High School rules will result in disciplinary action & possible dismissal from the Virtual Learning Lab.

STUDENT – Rewrite the following sentence:
I have read and understand that the NCAA Eligibility Center will not accept credit recovery courses such as Fulton Virtual Credit Recovery (FVCR) and Georgia Virtual Credit Recovery (GVCR). It is the responsibility of mine and my family to determine what courses are accepted/not accepted by colleges, scholarship committees, and NCAA.

NOTE TO STUDENT AND PARENT/GUARDIAN: The NCAA Eligibility Center will not accept credit recovery courses such as Fulton Virtual Credit Recovery (FVCR) and Georgia Virtual Credit Recovery (GVCR). Additionally, it is the student/family’s responsibility to determine what courses are accepted/not accepted by colleges, scholarship committees, and NCAA. Counselors approve courses which satisfy high school graduation requirements but some of these courses may not be approved by colleges, scholarship committees and NCAA.

By signing this form, I agree to release AHS, Fulton County Schools, the Fulton County Board of Education, and all school staff/employees from liability for any injuries, damages, or claims that may result from my student’s actions during and/or exercise of the privilege, including personal injuries, loss of life, and damage to real or personal property.

PARENT/GUARDIAN
I UNDERSTAND that a vital component of participation and success in the Virtual Learning Lab is a high level of commitment by BOTH the student and parent/guardian. My signature below serves as my understanding and acknowledgment that I have read the above and will encourage my student to accept the responsibilities and abide by the rules to avoid penalties.

Student Signature
Date

Parent Signature
Date

Please retain a copy for your records and return the original to the Virtual Learning Lab, Room 1703.