

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

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 Academy. 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 school counselor and is to be housed in the student's permanent folder.**

Student Responsibilities

- Complete the FLEX Academy Orientation course.
- Log in daily according to your schedule to complete assignments, assessments, and discussions. Failure to login in consistently will result in withdrawal from FLEX Academy.
- Students are responsible for the total course content regardless of the enrollment date.
- Follow all expectations, rules, and regulations mandated by the Virtual Learning instructors, primary school, Flex Academy, and DeKalb County School District Student Code of Conduct.
- Contact the FLEX Academy instructor to request assistance.
- Participate in tutorials as needed.
- Complete all assignments as assigned. Failure to do so will negatively impact your grade.
- Must adhere to the 10-day attendance policy (see DCSD Student Code of Conduct). Student/parent notifications will be sent at 1-2, 3, 4-5, 6, 8, 10 days (Exit).

Parent Responsibilities

- Monitor grades using the Infinite Campus parent portal and Canvas parent access.
- 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 via email.
- Attend parent teacher conferences and parent meetings.

Local School Responsibilities

- Review the Student Parent Agreement with parents and guardians.
- Submit a FLEX Registration Request that meets the registration criteria.
- Reinforce expectations, rules, and regulations of the local school and the DeKalb County School District.
- Inform parent/guardian of student's academic progress and provide support as needed.
- Confer with the parent/guardian/student regarding student progress as requested.
- Administer state mandated standardized tests

FLEX Academy Virtual Learning Instructor Responsibilities

- Provide daily synchronous classroom instruction.
- Provide focused instructional support weekly to assist students with academic progress.
- Provide weekly pacing updates and announcements in Canvas.
- Post grades in Infinite Campus weekly.
- Respond to students, parents, and local school staff within 24 hours.
- Identify deficiencies and interventions on report cards and progress reports when appropriate.
- Publish weekly lesson plans for each course.
- Contact parents about student progress via phone and email.
- Maintain contact logs in Infinite Campus.
- Attend parent-teacher conferences and parent meetings

_____/_____/_____ 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 (i.e., three months after the 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.**

_____/_____/_____ FLEX Academy courses follow the DeKalb County School District's academic calendar. For the **Fall 2024** semester, **FLEX Academy** courses begin on **August 12, 2024**. All courses will end on **December 20, 2024**. Students may not withdraw from FLEX Academy courses after **September 16, 2024** (Students will still be subject to the FLEX Academy attendance policy). All course content, assessments, and discussions must be completed by **December 20, 2024**. **By initialing next to this statement, I acknowledge that I must abide by these deadlines.**

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

Courses Needed: _____ Counselor Notes: _____

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

Courses Needed: _____ Counselor Notes: _____
