

*Last Revised: 9/9/2022*

# Virtual Learning Lab Handbook

## **Virtual Learning Lab Coordinator**

*Andrew Bolin*

Room 4314

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## **Virtual Learning Lab Instructor**

*Denise Baugh*

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**Common Abbreviations Used in this Handbook:**

**EOC** = End of Course Test

**VLL** = Virtual Learning Lab

**FCS** = Fulton County Schools

**FCCR** = Fulton County Credit Recovery

**FVS** = Fulton Virtual School

**GAVS** = Georgia Virtual

**ALPHARETTA HIGH SCHOOL**  
3595 Webb Bridge Road  
Alpharetta, Georgia 30005  
Phone (470) 254-7640  
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**PRINCIPAL**  
Dr. Shannon N. Kersey  
**ASSISTANT PRINCIPALS**  
Errol Dice  
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Tina Johnson  
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August 8, 2022

Dear Students and Parents:

Welcome to the Virtual Learning Lab at Alpharetta High School! It is an exciting time in education, giving students an opportunity to participate in online learning during their school day. In making the decision to empower both the students and parents with the creative and innovative tools available for online learning, you have decided to learn together in this medium, becoming a guide in the learning process.

While in the Virtual Learning Lab, students will progress through and complete their virtual course(s). There are different reasons why a student may elect to take an online course during or outside of their school day. Alpharetta High School students are only permitted in the lab during the school day to complete credit recovery courses. Any students taking courses through Fulton Virtual School (FVS) or Georgia Virtual School (GAVS) will be required to complete the course off campus. Regardless of the location and reason that a student takes an online course, the Virtual Learning Lab Team's main objective is to enhance student success by being an advocate for the student in the online learning environment.

By taking any online course, regardless of the platform used, students and parents make a commitment to partner with the virtual learning lab and the school to ensure the student's success. This handbook is designed to provide you with the policies and procedures of the Virtual Learning Lab. Alpharetta High School is pleased to partner with each student and parent and will provide any support available in this process. We look forward to helping you succeed! Feel free to reach out to us with questions, comments, and concerns.

Sincerely,

***The Virtual Learning Lab Team***  
Alpharetta High School

There are **three** platforms that students may utilize in the virtual learning lab. All three platforms are monitored by the Virtual Learning Lab Team to ensure student progress and compliance.

Students who will be enrolling in credit recovery courses must review and sign the **Virtual Learning Lab Contract**, which can be found in *Appendix D* of this Handbook. Students completing courses in the Summer Term should review and sign the **AHS Virtual Learning Summer Contract**, found in *Appendix E*. Students who are taking courses through FVS or GAVS must complete the **Off-Campus Contract and Waiver**, found in *Appendix F*.

Each platform is listed and discussed explicitly below.

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## FULTON COUNTY CREDIT RECOVERY (FCCR):

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### How to log in to FCCR:

1. Go to <https://launchpad.classlink.com/fcs>.

- **Username:** Student ID Number
- **Password:** Your Network Password  
(defaulted to Date of Birth (mmddyyyy))



2. Find and click on the icon labeled “Genius- Fulton Virtual”.

3. This will take you directly to Genius-SIS where you will be able to access credit recovery courses.

**Fulton County Credit Recovery** is through **Canvas** and is a **FREE** online platform designed to re-teach the material you did not master in the classroom, wherein the student failed a face-to-face course. Canvas courses feature standards-based instruction and powerful interactive tools that support learning. You are required to sign a contract and follow all policies.

**PLEASE NOTE:** You are responsible for your own work!

- Daily/nightly homework is required.
- It is possible to attend all sessions and complete all coursework and still not pass the class.

➤ **COURSE STRUCTURE/INSTRUCTION:**

Canvas’ direct-instruction videos feature expert, on-screen teachers who explain concepts, model strategies, provide examples, and make real-world connections.

Students stop to complete tasks that check for understanding. They can also pause or rewind videos to take notes or review concepts as they progress through instruction at their own pace.

Most courses have a cumulative exam. Some courses may also require you to take an End-of-Course Test. The Virtual Lab Coordinator will work with you to schedule your EOC alongside the AHS Testing Coordinator.

**It is FCS policy that all Pre-tests, Unit Mastery Assessments and Cumulative Exams are required to be completed in a proctored setting under the supervision of the Virtual Learning Lab Team. You must have the virtual lab instructor unlock them. Virtual lab instructors will not check answers for tests or quizzes. For your assessment to be unlocked, you must have earned at least a 70% on the preceding review. NO EXCEPTIONS.**

**\*\*\*IMPORTANT – PLEASE READ\*\*\***

*Parents and students should be advised that postsecondary institutions and programs, including the NCAA Eligibility Center, may not accept courses via online programs. To be certain, it is your responsibility to contact the postsecondary institution or NCAA Eligibility Center directly regarding their policy.*

**Section Pre-Test Policy**

- All module pre-tests will require an unlock in a proctored setting with a Virtual Learning Lab team member.
- If a student scores a 70% or higher on a pre-test, students will be able to bypass the module containing instruction, assignments, and the module test.
- If a student scores below a 70%, then the student will be required to work through each component of that module. **Keep in mind that the goal is to ensure content mastery.**

**Assessment Exam Reset Policy**

- *Assessments include module tests and segment exams.*
- Students will receive a total of three (3) attempts on all tests.
- After the third unsuccessful attempt (a score of 69% or below), the instructor will finalize your grade for that specific assessment by using the highest score of the three attempts.

➤ **ADDING A CREDIT RECOVERY COURSE**

Students are assigned to a credit recovery course and are given a generous amount of time to complete the course. Once the student’s counselor deems it necessary to recover a course, the counselor contacts the Virtual Learning Lab Coordinator to enroll the student in the course. Upon confirmation from the VLL Coordinator, the counselor will then advise the student that he/she is enrolled in the course and what the deadlines and expectations are of the course. Deadlines are listed in *Appendix A*.

For a list of courses being offered through FCCR, please refer to *Appendix C*.

➤ **GRADE REPORTING POLICY**

Credit recovery courses **must** be completed by the specified deadline. A “completed” course indicates that the student has completed 100% of the course (i.e., completion of all required module assignments, a passing grade of 70% or higher on module tests or three attempts at a passing grade of 70% or higher, and completion of the cumulative segment exam or end-of-course test). No bypasses are permitted to mark a course “complete”. If bypasses are present, absent exigent circumstances, the bypass will be removed, and the student will need to complete the remaining portions of the course. If a student does not complete their credit recovery course by the required completion date, the course will be disabled. Extenuating circumstances will be reviewed on an individual basis. Once the student is ready to take the course again, the student will have to start the course from the beginning. For courses requiring an EOC, please go to the next section for grade reporting requirements.

➤ **COURSES REQUIRING AN END-OF-COURSE TEST**

Some courses require a student to take an End-of-Course Test (EOC). Upon completion of the course, students must log in to the EOC entry and type the required prompt.

- Once you have completed all components of the course, the Virtual Lab Coordinator will register you for the next upcoming EOC testing session. The AHS Testing Coordinator will schedule you for a testing session and notify you directly of that specific testing date and time. Please note that until your EOC score is received, Edgenuity will automatically populate the score with a 0% for some courses. Once your EOC score has been received, the score will be provided to the Virtual Lab Coordinator and your score will be entered into Edgenuity and your final grade will be calculated accordingly.
- All courses that require an EOC can be found in *Appendix B*. Additional information regarding an EOC can also be found in *Appendix B*.

➤ **PARENT/GUARDIAN FAMILY PORTAL**

The Genius-SIS platform has a unique advantage in that, when enabled, a parent can view their student’s progress and grade at any time. Any parent or guardian can request access to this. Please contact the virtual lab instructor for access to the Parent/Guardian Family Portal.

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## FULTON VIRTUAL SCHOOL (FVS):

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### How to log in to FVS:

1. Go to <https://launchpad.classlink.com/fcs>.

- **Username:** Student ID Number
- **Password:** Your Network Password  
(defaulted to Date of Birth (mmddyyyy))

2. Find and click on the icon labeled “Genius- Fulton Virtual”.

3. This will take you directly to Genius-SIS where you will be able to access credit recovery courses.



**Fulton Virtual School** provides online learning options for high school students throughout the district, enabling greater flexibility for students aiming to recover credit or accelerate classes. Fulton Virtual courses are teacher-led; instructors work with students, parents/guardians and other interested parties (e.g., counselors, virtual lab coordinators, etc.) to deliver course learning objectives and support the academic needs of each student. Moving forward, the offerings of Fulton Virtual Campus will provide even more varied and dynamic content, user friendly customization and personalization options, as well as opportunities for students at earlier ages to engage in learning virtually.

The VLL team will assist the virtual teacher in monitoring the student’s progress during the school year and will, if necessary, act as a liaison between the parties to set up conference dates and times, relay information, etc. The VLL team does NOT have access to unlocking assessments, adding additional retakes, or any other course. Courses must be completed by the deadline/target date listed in the course. All extension requests must be submitted in writing to the virtual teacher and virtual lab coordinator.

For a list of courses being offered by Fulton Virtual School, please refer to the AHS Course Catalog for the current school year on the AHS Website.

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## GEORGIA VIRTUAL SCHOOL (GAVS):

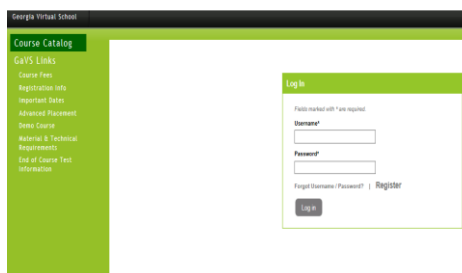
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### How to log in to GAVS:

1. Go to <http://gavs.gavirtualschool.org>.

2. **Username:** *Provided to you by GAVS*

3. **Password:** *Your unique password*



**Georgia Virtual School (GaVS)** is a program of the Georgia Department of Education's Curriculum and Instruction Division. The program is AdvancED accredited and operates in partnership with schools and parents to offer middle school and high school level courses across the state. Georgia Virtual School provides a teacher led, virtual classroom environment. Georgia Virtual School also equips students with an online media center and guidance center to support students throughout their online course experience. Courses must be completed by the deadline/target date listed in the course. All extension requests must be submitted in writing to the virtual teacher and virtual lab coordinator.

Georgia Virtual School has over 100 course offerings in the core content areas, world languages, CTAE, electives, and a vast AP course selection. Your student’s options and opportunities are not limited by the school district in which you live or the school they attend. For a list of courses being offered by Georgia Virtual School, please refer to the AHS Course Catalog for the current school year on the AHS Website.

### ➤ ACADEMIC INTEGRITY POLICY FOR VIRTUAL COURSES

Any student completing credit recovery courses are subject to the policies set forth in the Virtual Learning Lab Contract. This contract is due to the virtual lab coordinator prior to the start of any courses. Any student completing a FVS or GAVS course is subject to the policies set forth by FVS and/or GAVS, depending on the course taken. All students are bound by the Fulton County Schools and Alpharetta High School’s Code of Student Conduct.

As members of the learning community of the Fulton County Schools, students have a responsibility to conduct themselves with the highest standards of honesty and integrity. Academic honesty is of utmost importance to the personal success of our community members as well as the community itself. The Virtual Campus provides students an opportunity to achieve academic success through an online environment. For this reason, a key component of the Virtual Campus is academic integrity. All students must be honest and forthright in their academic studies. Students are expected to do their own work and to neither give nor receive unauthorized assistance. Falsifying one's research, stealing the words or ideas of another, cheating on an assignment, or allowing or assisting another to commit these acts corrupts the educational process. Any violation of this standard will be considered dishonest behavior and will be dealt with accordingly by the instructor and reported to administration.

**Dishonest behavior includes, but is not limited to:**

1. **Plagiarism.** Plagiarism can be defined as the inclusion of another's ideas, words, expressions, or data in writing or presentation without properly acknowledging the source.
2. **Unauthorized use of another person's password/login.** Student logins/passwords are confidential information that should not be shared with others.
3. **Cheating.** Cheating can be defined as the act or attempted act of deception by which a student seeks to misrepresent his submitted work as uniquely his own completed without assistance. Cheating includes copying another student's work and submitting it as your own or giving another student your work to submit as his own.
4. **Impersonation.** Impersonation is defined as performing work or taking an examination for another student or allowing someone to take an exam for you.
5. **Falsification and/or misrepresentation of data.** This can be defined as the submission of false or contrived data or sources.
6. **Computer crimes.** Any unauthorized work done using any electronic device.

**Academic dishonesty will result in one or more of the following actions:**

- Loss of grade points
- Removal from the course
- Failure to receive credit for the course
- Loss of eligibility to earn credits through the Virtual Campus and skill development

# Appendix A



## *Deadlines for Online Virtual Courses*

**NOTE:** All extension requests must be submitted in writing to the Virtual Learning Lab Coordinator.

<i>PLATFORM USED</i>	<b><u>DEADLINE</u></b>
Fulton Virtual School (FVS)	Established by FVS and can be found within the student's online course.
Georgia Virtual School (GaVS)	Established by GAVS and can be found within the student's online course.
Fulton County Credit Recovery (FCCR) <i>Non-EOC courses</i>	<b>ONE WEEK PRIOR</b> to the end of the semester (the specific date can be found on the Fulton County Schools Academic Calendar for the current school year).
Fulton County Credit Recovery (FCCR) <i>EOC Courses</i>	One month prior to the end of the semester (the specific date can be found on the Fulton County Schools Academic Calendar for the current school year).

# Appendix B

## **Georgia Milestones End Of Course (EOC) Test Courses**

Georgia Milestones End of Course (EOC) assessments (formerly known as End of Course Tests or EOCTs) are required by the state of Georgia in some courses. Public school students enrolled in and/or receiving credit for one of these courses, regardless of grade level, are required to take the Georgia Milestone assessment upon completion of the course. This includes middle school students completing a course associated with a Georgia Milestones EOC assessment, regardless of whether they are receiving high school credit. The results of the EOC assessments will serve as the final exam in each course, contributing to the student's final course grade. Students enrolling into a public school from other schools or programs are required to take and pass the Georgia Milestones EOC assessment prior to receiving credit for the course.

The courses that require a Georgia Milestones EOC assessment are as follows:

- American Lit/Comp B
- Biology B
- GSE Algebra I B
- US History B

# Appendix C

## Courses offered by Fulton County Credit Recovery

Course Name	Subject	Grade
10th Lit/Comp A	Language Arts	10
10th Lit/Comp B	Language Arts	10
11th AmLit A	Language Arts	11
11th AmLit B	Language Arts	11
9th Lit/Comp A	Language Arts	9
9th Lit/Comp B	Language Arts	9
AmGovt/Civics	Social Studies	12
Biology A	Science	10
Biology B	Science	10
CCGPS Adv Alg A	Math	11
CCGPS Adv Alg B	Math	11
Chemistry A	Science	11
Chemistry B	Science	11
Earth Systems A	Science	9
Earth Systems B	Science	9
Economics	Social Studies	12
Eng Lit/Comp A	Language Arts	12
Eng Lit/Comp B	Language Arts	12
Env Science A	Science	11
Env Science B	Science	11
GA-CCGPS Analytic Geometry A	Math	10
GA-CCGPS Analytic Geometry B	Math	10
GA-CCGPS Coordinate Algebra A	Math	9
GA-CCGPS Coordinate Algebra B	Math	9
GSE Algebra I A	Math	9
GSE Algebra I B	Math	9
GSE Algebra II A	Math	11
GSE Algebra II B	Math	11
GSE Geometry A	Math	10
GSE Geometry B	Math	10
GSE Pre-Calculus B	Math	12
GSE PreCalculus A	Math	10
Physical Science A	Science	9
Physical Science B	Science	9
Physics A	Science	12
Physics B	Science	12
US History A	Social Studies	11
US History B	Social Studies	11
World History A	Social Studies	10
World History B	Social Studies	10
World Lit A	Language Arts	12

# Appendix D

**ALPHARETTA  
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3595 Webb Bridge Road  
Alpharetta, Georgia 30005  
**Phone:** (470) 254-7640  
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**Alpharetta High School**  
**Virtual Learning Lab Contract**

Revised September 6, 2022

**Virtual Lab Coordinator:** Andrew Bolin (Room 4314) – [bolina@fultonschools.org](mailto:bolina@fultonschools.org)  
**Virtual Lab Instructor:** Denise Baugh (Room 4316) – [baughd@fultonschools.org](mailto:baughd@fultonschools.org)

**Communication:** Be SURE you are checking your FCS emails and CANVAS inboxes every day.

<b>Term:</b>	_____ Fall	_____ Spring	<b>School Year:</b>	_____
<b>Student Name:</b>	_____			
	<i>Last Name</i>	<i>First Name</i>	<i>Middle</i>	
<b>Student ID #:</b>	_____	<b>Grade Level:</b>	_____	
<b>Student Email Address:</b>	_____			
<b>Counselor:</b>	_____	<b>Administrator:</b>	_____	
<b>Parent/Guardian Name:</b>	_____	<b>Phone Number:</b>	_____	
<b>Parent/Guardian Email:</b>	_____			

**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:

\_\_\_\_\_ **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.

\_\_\_\_\_ **I UNDERSTAND** that the NCAA Eligibility Center will not accept **credit recovery courses** such as Fulton County Credit Recovery (FCCR) 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. Counselors approve courses which satisfy **high school graduation requirements** but some of these courses may not be approved by colleges, scholarship committees and NCAA.

\_\_\_\_\_ **I UNDERSTAND** that if I am taking a Fulton County Credit Recovery course, if I have not completed my course by the **end of the FCCR semester**, I will have to begin the course over again or gain credit by another means. The unfinished attempt and failed grade will be placed on the transcript.

\_\_\_\_\_ **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 and respectful manner.

\_\_\_\_\_ **I UNDERSTAND** that if I am taking a Fulton County Credit Recovery course outside my normal class schedule, I will contact a virtual lab instructor to set up an appointment to come in and take my pretests and tests/final exams or attend scheduled after school sessions.

\_\_\_\_\_ **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.

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

- For **module pre-tests**, students will get only one attempt to earn a passing score. If a passing score is not reached, the student will be required to complete the coursework for that module.
- For **module 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.

\_\_\_\_\_ **I UNDERSTAND** that no obscene or suggestive language will be used in the classroom.

\_\_\_\_\_ **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.

- \_\_\_\_\_ **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.
- \_\_\_\_\_ **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.
- \_\_\_\_\_ **I UNDERSTAND** that I must remain actively engaged each day in my course. By not logging in for three (3) consecutive days or more, **I UNDERSTAND** that my course will be subject to deactivation and might require me to start from the beginning.
- \_\_\_\_\_ **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 Canvas as important information will be sent through the Canvas 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 must check my FCS emails and CANVAS inbox every day.

**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.*

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**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.*

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**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.

**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.*



# Appendix E

**ALPHARETTA HIGH SCHOOL**

3595 Webb Bridge Road  
Alpharetta, Georgia 30005  
Phone (470) 254-7640  
Fax (470) 254-7653

**Virtual Lab Team**

Andrew Bolin  
Denise Baugh



**PRINCIPAL**

Dr. Shannon N. Kersey

**ASSISTANT PRINCIPALS**

Errol Dice  
Clair Greenaway  
Tina Johnson  
Mike Scheifflee

**Alpharetta High School  
Summer Credit Recovery Program Contract 2023**

**\*\* All fields are required. Please complete in its entirety. \*\***

<b>Student Name:</b>	_____	_____	_____
	<i>Last Name</i>	<i>First Name</i>	<i>Middle</i>
<b>Student ID #:</b>	_____	<b>Grade Level:</b>	_____
<b>Student Email Address:</b>	_____		
<b>Counselor:</b>	_____	<b>Administrator:</b>	_____
<b>Parent/Guardian Name:</b>	_____	<b>Phone Number:</b>	_____
<b>Parent/Guardian Email:</b>	_____		

**Summer School Dates:** June 5, 2023 – July 14, 2023 (except July 3-4, 2023)

**Summer School Times:** Monday–Friday, 8:30am–12:30pm

**Location:** Media Center

**To pay \$30 Admin Fee:** With a valid credit card, please go to Alpharetta HS OSP.

**Summer Instructor:** Denise Baugh – [baughd@fultonschools.org](mailto:baughd@fultonschools.org)

**Virtual Lab Coordinator:** Andrew Bolin – [bolina@fultonschools.org](mailto:bolina@fultonschools.org)

**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:

\_\_\_\_\_ **I UNDERSTAND** that the NCAA Eligibility Center will not accept **credit recovery courses** such as Fulton County Credit Recovery (FCCR) 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.

\_\_\_\_\_ **I UNDERSTAND** that if I am taking a Fulton Virtual Credit Recovery course and I have not completed my course by **12:30PM on the target date within my course**, my course will be disabled and I will have to begin the course over again or gain credit by another means.

\_\_\_\_\_ **I UNDERSTAND** that I must meet weekly benchmarks to stay enrolled in the course. Students will be given **3 weeks** to complete each course and must meet the following benchmarks: **Week 1: 33%, Week 2: 66%, Week 3: 100%**. Fridays are reporting days.

\_\_\_\_\_ **I UNDERSTAND** that once I am enrolled in a course requiring an EOC, I must make sure my course is completed one week prior to the end of the summer semester and that my pacing target date will be set accordingly. I also understand that once I am enrolled in an EOC course, the virtual lab team will be scheduling me for the EOC.

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

- For **module pre-tests**, students will get only one attempt to earn a passing score. If a passing score is not reached, the student will be required to complete the coursework for that module.
- For **module 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.

\_\_\_\_\_ **I UNDERSTAND** that I will do my assignments to the best of MY ability, free from plagiarism, be helpful and respectful to the teacher and other students while in class. I will use my time wisely, be positive and produce quality work. I understand that copying and/or plagiarizing 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 AHS Administration.

\_\_\_\_\_ **I UNDERSTAND** that 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.

\_\_\_\_\_ **I UNDERSTAND** that there is a \$30 administrative fee to participate in this program. I have made the \$30 payment to participate in this program.

\_\_\_\_\_ **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 attendance is a vital component in my success for this program. I further understand that, by signing this contract, I will attend AHS on the days required according to my LAST NAME, listed on the chart below and will report to the Media Center. Face masks are required to be worn the entire time. I may attend the additional sessions offered but must come in for the required sessions.

LAST NAME	REQUIRED DAYS
A – M	Mondays and Wednesdays
N – Z	Tuesdays and Thursdays

\_\_\_\_\_ **I UNDERSTAND** that I will always remain on task and follow the instructions given by the teacher. 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. I further understand that no obscene or suggestive language will be used.

\_\_\_\_\_ **I UNDERSTAND** that I will leave the area I am using in a clear and orderly manner including making sure my desk is in order and the device I used has been put back in the appropriate location within the proper computer or iPad cart.

\_\_\_\_\_ **I UNDERSTAND** that **food** is not permitted anywhere near the computers or devices during the session. If you bring food, there is a designated place to consume food and beverages, but remember, it is not permitted near any computer.

\_\_\_\_\_ **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 must check my FCS emails and CANVAS inbox every day.

**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.*

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**Rewrite the following sentence:**

*I have read and understand that the NCAA Eligibility Center will not accept **credit recovery courses** such as Fulton County Credit Recovery (FCCR) 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.*

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**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.

**NOTE TO STUDENT AND PARENT/GUARDIAN:** The NCAA Eligibility Center will not accept **credit recovery courses** such as Fulton County Credit Recovery (FCCR) 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.

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Parent Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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