

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

The following actions have been agreed on by the student, parent/guardian, administrator, FLEX Academy, 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, 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 18-Week or 16-Week enrollment date.
- Follow all expectations, rules, and regulations mandated by the Virtual Learning Instructors, primary school, Flex Academy, and DeKalb County School District 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 10-day attendance policy (see DCSD Student Code of Conduct). Student/parent notifications at 1-2, 3, 4-5, 6, 8, 10 days (Exit).

**Parent Responsibilities**

- Monitor your child's grades using the Infinite Campus parent portal and Canvas parent access.
- Monitor your child's completion and submission of assignments in Canvas
- 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
- (The local school counselor) 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.

**FLEX Academy Virtual Learning Instructors 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 progress reports and report cards when appropriate.
- Publish weekly lessons plans for each course.
- Contact parents about student progress via phone and email.
- Maintain contact logs in Infinite Campus.

\_\_\_\_\_/\_\_\_\_ 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 period (i.e., three months after 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 period.**

\_\_\_\_\_/\_\_\_\_ FLEX Academy courses follow the DeKalb County School District's academic calendar. For the **Spring 2022-23** semester, FLEX Academy courses begin on **January 4, 2023-for 18-week courses and January 18, 2023, for 16-week courses.** All courses will end on **May 24, 2023.** Students may not withdraw from FLEX Academy courses after **February 21, 2023** (Student will still be subject to the FLEX Academy attendance policy). All course content, assessments, and discussions must be completed by **May 15, 2023, for graduating seniors and May 24, 2023, for all other students.** **By initialing next to this statement, I acknowledge that I must abide by these deadlines.**

Parent: \_\_\_\_\_ Date: \_\_\_\_\_  
 Counselor: \_\_\_\_\_ Date: \_\_\_\_\_  
 Student: \_\_\_\_\_ Date: \_\_\_\_\_  
 Administrator: \_\_\_\_\_ Date: \_\_\_\_\_

Courses Needed: \_\_\_\_\_ Counselor Notes: \_\_\_\_\_  
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