



2026-2027 Online Learning Program Handbook

Committed to Excellence - Focused on Student Success

25 Brooklyn Avenue, P.O. Box 1308 | Forsyth, GA 31029 | Phone 478.994.2031 | Fax 478.994.3364 | www.monroe.k12.ga.us

Purpose

The Monroe County School System Online Learning Program is designed to allow Monroe County Schools students in grades 3-12 the opportunity to receive instruction through a remote learning environment instead of a face-to-face traditional school setting.

Program Overview

The Monroe County School System offers the Online Learning Program to students in grades 3-12. Under this learning model, students will work from home under the guidance of school instructional personnel and/or a program-assigned Georgia-certified facilitator through Imagine Learning's Virtual Portal or Georgia Virtual School. Students will be supervised and monitored by parents/guardians. Students in elementary, middle, and high school must commit to 18 weeks (semester) in the online format. The demands of an online format are equal to or exceed those of the traditional in-person learning model as online instruction places more responsibility on the student.

A minimum number of hours each week of active online learning may be required of the student. The student will need regular access to a computer for extended amounts of time and will need a reliable high-speed Internet connection so the student can participate in discussion forums, access course content, submit assignments, and check their school email account regularly.

Students in grades 3-8 will work from Imagine Learning's Virtual Portal. Students in grades 9-12 will be required to enroll in Georgia Virtual School. Imagine Learning's Edgenuity platform may also be offered to students in grades 6-12 for remediation and for students who attend the Monroe County Achievement Center.

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Online Learning Program Application Window

An enrollment period will open twice a year. The window for requesting online instruction for students will be communicated to parents/guardians and publicized through social media outlets and the district and school websites and newsletters. The application window for 1st semester interest (August through December) will be made available to parents in March/April and the window for 2nd semester (January through May) will be made available in September/October. Specific dates for parents to access the registration link will be communicated by the district.

Families whose students were online learners in the previous semester must register their students for online learning again for the following semester if they wish to continue. Those previously enrolled in the Online Learning Program must have demonstrated success in their online courses to re-enroll (see Grade Specific Student Entrance Requirements below).

Parent/Guardian Acknowledgements

1. Students must remain an online learner for a full semester (18 weeks).
2. Parent/Guardian or their designee agrees to consistently monitor his/her student's progress in the online learning platform.
3. Parent/Guardian understands that some elective courses are not available at the secondary level (grades 6-12).
4. Parent/Guardian will ensure academic integrity.
5. Parent/Guardian will ensure his/her student logs in to classes regularly.
6. Parent/Guardian will ensure his/her student participates in all school and state-mandated assessments.

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Requirements of a Successful Online Learning Student

Parents are encouraged to answer these questions to help determine whether online learning may be a good fit for their family.

YES	NO	CHARACTERISTICS
		My child will have access to reliable internet service.
		If my child has participated in online learning in the past, he/she successfully completed assigned courses and was not removed from the online program.
		A parent or adult in my home is able to dedicate time each day to monitor, guide, and supervise my child's instructional time.
		My child works well independently.
		My child has access to a quiet and distraction-free environment for participation in required virtual class meetings and completion of independent work.
		An adult in my home has sufficient experience using technology and can provide basic support to my child.
		My child can be online for all required class meetings held on specific dates and times.
		My child will not be expected to provide childcare to young children at any time during school hours.
		Our family is willing to commit to the Online Learning Program for the entirety of the academic semester (18 weeks).
		I have explained these expectations to my child who is eager about the opportunity to participate in online learning.

****If you answered YES to all characteristics above, your child MAY be a good candidate for the Monroe County Schools Online Learning Program.***

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Online Learning Program Eligibility for NEW and RETURNING Students

All students in grades 3-12, who meet application deadlines, will be eligible to submit an Online Learning Program application for the upcoming semester. Students previously removed from the Monroe County Schools Online Learning Program due to poor academic performance are not eligible to re-enroll.

Any student enrolled in the Online Learning Program during the current school year and applies for the upcoming school year will be subject to a final academic review based on year-end grades, retention status, attendance, and compliance with required testing guidelines.

Eligibility for the MCS Online Learning Program requires approval from the academic committee (principal/designee, counselor, teacher) of the student's school. Students are eligible for enrollment based on meeting the enrollment deadline, the grade-level criteria listed below, and approval by the committee.

Online Learning requests made after registration deadlines will require administrative and/or medical approval.

Students must:

- _____ Be enrolled in the Monroe County School System.
- _____ Meet the MCS Online Learning Program registration deadlines, as well as Georgia Virtual School enrollment dates (grades 9-12).
- _____ Attend a required orientation with his/her parent/guardian.
- _____ Meet the MCS Online Learning Program academic, assessment, and attendance requirements (see Grade Specific Student Entrance Requirements below).
- _____ Have a parent/adult who will support and monitor/supervise his/her learning experience.

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_____ Have access to reliable internet service.

_____ Receive approval by the academic committee at the child's school.

Parents/Guardians must:

_____ Commit their child to a full semester (18 weeks) of online instruction.

_____ Attend a required orientation with their child.

_____ Read the MCS Online Learning Program Handbook and acknowledge understanding of its contents.

_____ Consistently monitor his/her child's progress in the online learning platform.

_____ Check email weekly for student performance updates.

_____ Ensure his/her child participates in all school and state-mandated assessments.

_____ Ensure his/her child logs in to classes regularly in order to maintain appropriate attendance requirements.

Grade-Specific Student Entrance Requirements (Reviewed by Academic Committee)

Grades 3-8

In order to be considered for the MCS Online Learning Program, the student must:

1. Be in good academic standing (passing grades in 70% of all courses with Reading and Math being two of the required courses)
2. Maintain regular school attendance (absent fewer than 15 unexcused days in the past school year)
3. Score **on or above grade level** on the Reading section **and developing, proficient, or**

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distinguished on the Math section of the Georgia Milestones state assessment, if available.

4. The school may review other assessment data.

Grades 9-12

In order to be considered for the MCS Online Learning Program, the student must:

1. Be in good academic standing (passing 3 out of 4 classes the semester prior to enrollment).
For rising and current 9th graders: Passing grades in 70% of all courses with Reading and Math being two of the required courses.
2. For rising and current 9th graders: Score **on or above grade level** on the Reading section **and developing, proficient, or distinguished** on the Math section of the Georgia Milestones state assessment, if available.
3. Maintain regular school attendance according to the attendance policy at Mary Persons High School.
4. The school may review other assessment data.
5. For current online students, credit must be earned for all academic courses in order to continue online enrollment.
6. Be on track to graduate- see Carnegie units below

Students entering 9th grade in the Fall of 2020 and AFTER are promoted to the next grade according to the following criteria:

Number of Carnegie units

9 th to 10 th	6 units
10 th to 11 th	12 units
11 th to 12 th	18 units
To graduate	26 units

Parent Appeals to Academic Committee

If a parent/guardian wishes to appeal the school's decision to deny online learning for their child based on the above-mentioned student entrance requirements, the parent/guardian will need to send their wish to appeal in writing to their child's principal. The principal and academic committee will schedule a meeting with the parent/guardian to review the appeal.

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Parent and Student Orientation/Communication

An orientation/informational meeting will be held prior to the start of class. All parents, regardless of the student's grade level, must attend the informational meeting. During the orientation, appropriate online learning program platform information will be discussed.

All parents will be expected to provide a valid email address and phone number during the orientation session. During the orientation, the online program and requirements/handbook will be reviewed with parents and students.

For students participating in Imagine Learning Virtual Portal, the Online Learning Program administrator/designee will create a Family Portal. The Family Portal is used for communicating student progress and academic performance with parents/guardians. Parents/guardians and students will sign off on any needed paperwork. The school administrator/designee will enroll approved students in the online program and will set up courses.

For students participating in Georgia Virtual School, teachers at GAVS will communicate with students. The students' home school (Mary Persons) will send parents/guardians periodic emails to update them on their child's performance. Georgia Virtual School does not have a parent portal. The students' home school will advise students of the courses they will need to register for through Georgia Virtual School. Parents and students will be responsible for submitting these requests through the student's created Georgia Virtual School account. The facilitating administrator at Mary Persons High School will approve all courses in Georgia Virtual School.

Students with Disabilities and 504 Plans

Students with disabilities will follow the same application process as mentioned above. Parents of students with disabilities should discuss their student's unique needs with the student's special education/504 case manager through an IEP or 504 meeting to determine if online learning is in the best interest of the individual student based on the nature of his/her disability. The team will determine if a Free and Appropriate Public Education (FAPE) can be provided with the services necessary to make adequate progress in light of the student's exceptionality. Once the recommendation from the team is developed, the IEP/504 plan will be implemented. If at any point

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the student is not making adequate progress in light of their circumstances, an amendment meeting will be held to discuss services.

For students enrolled in Imagine Learning's Virtual Portal or Georgia Virtual School, all IEPs and 504 documents can be submitted and reviewed by the assigned online learning program platform designee.

Remedial Education Program/Early Intervention Program

In practice, Remedial Education Programs (REP) and Early Intervention Programs (EIP) utilize a multisensory approach that cannot effectively be replicated online. However, if the student is approved for online and is receiving Tier 2 interventions (with already identified goals and objectives), the team will discuss additional remedial tools to close gaps while maintaining online status. The data from the remedial tools will be utilized by the Tier 2 Team to ensure the student is making adequate growth.

Gifted Services for Online Students

In order to provide instruction in gifted courses, the teachers utilize differentiated instruction with an emphasis on metacognitive skills involving communication and hands-on learning. Due to this model, these courses are not able to be offered online to elementary students. A limited number of gifted/accelerated courses for middle and high school students are offered through Imagine Learning's Virtual Portal and Georgia Virtual School.

Commitment to Full Semester of Online Learning

Parents of students enrolling in the Online Learning Program are required to commit to their choice for a full semester (½ year) either August-December or January-May. If a student is not performing satisfactorily, they will be placed on academic probation.

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Calendar

The Online Learning Program through Imagine Learning's Virtual Portal and Edgenuity platforms for elementary, middle school, and Monroe County Achievement Center students will follow the Monroe County Schools calendar and holiday schedule. Students enrolled in Georgia Virtual School will follow the instructional calendar set forth by Georgia Virtual School.

Mandatory Student Assessments

Students enrolled in the MCS Online Learning Program must complete required local and state assessments (ex. Georgia Milestones End of Grade, Georgia Milestones End of Course, End of Pathway Assessment, Advanced Placement, PSAT). These assessments will be administered in person. Times, dates, and locations will be announced in advance. Parents will be responsible for providing transportation to and from the designated locations.

Eligibility to Participate in Athletics and Extracurricular Activities

MCS Online Learning Program students may participate in athletics and extracurricular activities, with the exception of certain co-curricular programs (ex. band or chorus) as co-curricular courses require face-to-face instruction during the school day for participation. Students who attend Monroe County Achievement Center for punitive placement or those with credit deficiencies are not eligible to participate.

Curriculum and Instruction

The Monroe County School System uses several platforms to provide online learning- Google Classroom, Imagine Learning's Virtual Portal, Edgenuity, and Georgia Virtual School. Students in grades 3-8 will work from Imagine Learning's Virtual Portal. Students in grades 9-12 will be required to enroll in Georgia Virtual School. The Edgenuity platform may also be offered to students in grades 6-12 for remediation and for students who attend the Monroe County Achievement Center. Google Classroom may also be used to supplement information if deemed necessary by school administration.

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Imagine Learning Virtual Learning Portal/Edgenuity Platform

Students will be required to log in to their Google account to access the Imagine Learning Virtual Learning Portal or Edgenuity platform. Imagine Learning is an online school educational service that provides a curriculum aligned with the Georgia Department of Education standards. Imagine Learning is approved by the NCAA clearinghouse, allowing students who participate in this learning model to be eligible for collegiate athletic scholarships. Access to elective courses is limited. Students are not required to log on at a specific time. Students will have access to resources such as videos, interactive lessons, and coursework assignments through the online platform as they work independently on coursework. Students will have access to school support and will be able to engage with Georgia-certified facilitators through video conferences, email, phone calls, and face-to-face meetings as needed. The Imagine Learning Virtual Portal and the Edgenuity platform are designed to allow students to work at their own pace without live interaction from a classroom teacher.

Students will be assigned a school staff member who will monitor student progress. Instructors are required to provide prompt feedback and timely grading of work. Instructors will provide parents a snapshot of their child's academic progress each week. Parents will be able to monitor progress, communication, and engagement through Imagine Learning's parent portal.

Edgenuity Tech Support:

877.202.0338

Monday-Friday 7:30am-9:30pm (EST)

Saturday-Sunday 9:00am-5:00pm (EST)

Georgia Virtual School Platform

Georgia Virtual School is a program of the Georgia Department of Education's Office of Technology Services. The program is Cognia accredited and courses are NCAA approved. GaVS operates in partnership with schools and parents to offer high school courses across the state. All Georgia Virtual School classes are taught by Georgia-certified, professionally qualified teachers in an online environment. Georgia Virtual School has a complete high school curriculum which includes Advanced Placement and college prep level courses.

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Online Learning Course Sequence for Grades 3-5

Students in grades 3-5 will be required to participate in Reading/English Language Arts, Math, Science, and Social Studies. In addition, students will have access to several connections classes (i.e. Physical Education, Health, Art, and Keyboarding) throughout the year.

Online Learning Course Sequence for Grades 6-8

Students in grades 6-8 will be required to participate in Reading/English Language Arts, Math, Science, and Social Studies. In addition, students will be required to take 2 connections classes each semester.

6th Grade	
1st Semester	2nd Semester
English Language Arts 6 (23.01100)	
6th Grade Mathematics (27.02100) or Accelerated Math 6/7A*	
6th Grade Earth Science (40.06100)	
World Area Studies Grade 6 (45.00700)	
Connections Course (parent will select from approved list)	Connections Course (parent will select from approved list)
Connections Course (parent will select from approved list)	Connections Course (parent will select from approved list)

*Students must meet the qualifications for ALPHA courses to enroll in Accelerated Math

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7th Grade	
1st Semester	2nd Semester
English Language Arts 7 (23.01200)	
7th Grade Mathematics (27.02200) or Accelerated Math 7B/8*	
7th Grade Life Science (26.01100)	
World Area Studies Grade 7 (45.00800)	
Connections Course (parent will select from approved list)	Connections Course (parent will select from approved list)
Connections Course (parent will select from approved list)	Connections Course (parent will select from approved list)

*Students must meet the qualifications for ALPHA courses to enroll in Accelerated Math

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8th Grade	
1st Semester	2nd Semester
English Language Arts 8 (23.01300)	
8th Grade Mathematics (27.03000) or Enhanced Algebra: Concepts and Connections (27.09110)*	
8th Grade Physical Science (40.01700)	
Georgia Studies Grade 8 (45.00900)	
Connections Course (parent will select from approved list)	Connections Course (parent will select from approved list)
Connections Course (parent will select from approved list)	Connections Course (parent will select from approved list)

*The Enhanced Algebra Concepts/Connections curriculum combines 8th-grade standards and Algebra 1 standards into one year-long course. This course provides students the opportunity to receive high school credit and is recommended for students on the ALPHA track

Online Learning Course Sequence for Grades 9-12

Student course registration will be based on a transcript review and students will be assigned four courses per semester.

Student School Accounts

All students will be required to access online learning materials and coursework through their @mcschools.org email account. All @mcschools.org activity is monitored 24/7. Activity on personal devices is also monitored 24/7 from any location if the student is logged in to Google using his/her @mcschools.org account.

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Online Learning Expectations

Students are expected to log in to their learning platform regularly to maintain progress in all classes (ex. Georgia Virtual School, Imagine Learning's Virtual Portal, Edgenuity, Google Classroom).

Grades 3-8

Elementary students will be required to work at their own pace on personalized learning modules, quizzes, and tests. Students will be guided by an online Georgia-certified facilitator assigned by Imagine Learning's Virtual Portal. Students are able to message their teacher in order to schedule a virtual conference when necessary. In addition, on demand tutoring is available to students.

Online learners who are not making adequate progress at the end of the first semester may be required to return to their zoned school. Elementary students must be passing 4 out of 5 classes with Reading and Math being two of the required passing courses. Middle school students must be passing 5 out of 6 classes with English/Language Arts and Math being two of the required passing courses.

Grades 6-12

Monroe County Achievement Center students enrolled in Imagine Learning's Edgenuity platform must log 25 hours per week to be on track for completion in all courses and passing all courses to be counted present for the week. If these expectations are not met, the students will be marked absent according to required 25 hours per week in Edgenuity.

Grades 9-12

Students enrolled in Georgia Virtual School must adhere to the attendance expectations outlined in each Georgia Virtual School syllabus.

Online learners who are not making adequate progress at the end of the first semester will be required to participate in a meeting that will include an administrator, the student, a parent/guardian, and the graduation coach (MPHS only). Adequate progress will be based on the following criteria:

- High school students must be passing 3 out of 4 classes. Students are required to earn credit in all academic courses.

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Online Learning Academic Probation

Elementary and middle school students will be placed on academic probation if they do not meet the following requirements at the end of the first grading period/9 weeks:

- Elementary school students must be passing 4 out of 5 classes with Reading and Math being two of the required passing courses.
- Middle school students must be passing 5 out of 6 classes with English/Language Arts and Math being two of the required passing courses.

High school students will be placed on academic probation if they are not meeting the following requirements at midterm of the semester (9 weeks):

- High school students must be passing 3 out of 4 classes.

If a student fails to meet the academic requirements while on probation, a parent meeting will be scheduled with the school's academic committee to discuss appropriate placement options which could entail the student returning to face-to-face instruction.

Imagine Learning's Virtual Portal/Edgenuity Grading

Imagine Learning provides 3 different grades that calculate for the student in real-time (actual grade, relative grade, overall grade). Each grade is important and serves a different purpose. These grades are available 24/7 from the Edgenuity dashboard. If a student has progress bars that are green/blue, the overall grades and the actual grades will match. At the end of the grading period, if a student has completed all of their work, all three of these grades will match.

Actual Grade

The grade on the work the student has submitted and is adjusted down if the student is behind in progress. ***This is the grade that is reported in Infinite Campus. The Actual Grade is more of the type of grading you would see in a traditional classroom.*** *Example: A teacher has one activity planned for each week of instruction. By week 3, the student should have completed 3 assignments. If they have only completed 2 of 3, the actual grade will give a grade of zero for the third assignment until it is completed.*

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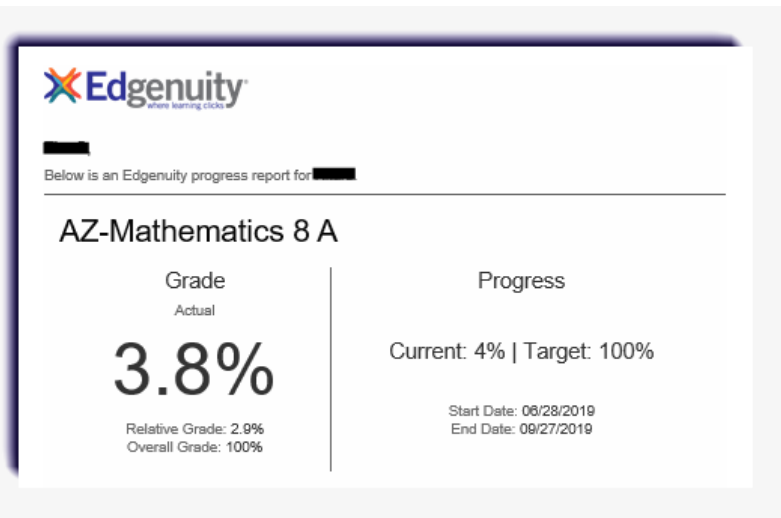
Relative Grade (Edgenuity only)

The grade the student receives if all unfinished assignments are set to zero. The relative grade is the grade that a student would receive if he/she were to stop at any given time in the grading period and receive zeros for the remaining assignments due within the grading period. *Example: The student has 9 assignments due over a 9-week period. The student completes one assignment and stops working in week 1, the relative grade would then be the student's average after placing a zero for the remaining 8 assignments.*

Overall Grade

The grade on the work that student has submitted. No penalty for any missing or overdue assignments. The overall grade is the average grade on only the assignments the student has completed. *Example: If the student completed only 1 of 5 assignments in 5 weeks and made a 90 on the one assignment, that would be the overall grade. The overall grade would not deduct any points, or give a zero, for the 4 missing assignments that were due in the weeks prior. This grade can be misleading for students who are behind.*

Parent View of Daily/Weekly Email



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Academic Dishonesty

Academic dishonesty will not be tolerated. If an online learner is suspected to be involved in academic dishonesty (i.e. cheating or plagiarizing content) the facilitator will report the incident to the school's administration to investigate and review. When it is necessary to impose disciplinary consequences, school administrators and teachers follow a progressive discipline process outlined in the Student Behavior Code.

Students involved in academic dishonesty may be required to restart a course (in Edgenuity only), receive a zero for the assignment, and/or be removed from the Online Learning Program.

Withdrawal

Parents of Online Learning Program students who move out of Monroe County Schools should withdraw their child from their zoned school. School-issued Chromebooks, internet hotspots, and other instructional materials should be returned to the school when the student withdraws.

Technology Requirements

Issuing Device/Instructional Resources

Chromebooks and instructional resources are available to be checked out to students as part of Open House/Registration requirements. Students will be required to return all instructional materials and devices at the end of the semester.

Lost/Damaged Technology

Students are expected to care for district-provided technology, including Chromebooks and chargers. Chromebooks should be kept in the assigned case. Students will be required to pay lost/damage fees based on review of damaged property.

Internet Connectivity

Online learners are expected to have access to reliable internet connectivity at a speed of 3.2Mbps or higher. Parents may conduct an internet connectivity speed test at <http://speedtest.net>.

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Online Learning Program Administrators/Facilitators

The following employees are assigned as administrators/facilitators for the MCS Online Learning Program:

Administrators

Katherine B. Sutton Elementary- Dr. Lakeisha Walker
Samuel E. Hubbard Elementary- Mr. Mark Smith
Thomas G. Scott Elementary- Ms. Ashley Tarver
Monroe County Middle School- Ms. Laura Nelson
Monroe County Achievement Center- Mr. Robert Lindsey
Mary Persons High School- Ms. Christie Johnston

Facilitators

Mary Persons High School Online Learning Facilitator- Ms. Reye McLuen
Monroe County Achievement Center Online Learning Facilitator- Dr. Kellis Boland

School Responsibilities

- Providing online courses in alignment with the school's course catalog.
- Reporting any technical problems to the course provider the student experiences that the local school personnel cannot resolve.
- Supporting extended opportunities for students and families to engage in joint learning activities.
- Award credit if all course requirements are fulfilled.
- Maintain a tracking sheet to include a list of students and progress.
- Confirm student's schedule reflects online status in Infinite Campus.
- Monitor student's academic progress each week.
- Monitor student's attendance each week.
- Monitor students for probationary status at midterm/9 weeks.
- Inform parents if student is not documenting time or work on a weekly basis (Edgenuity or Google Classroom).
- Confirm the family is receiving weekly electronic updates from online learning program.

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revised 1.27.26



2026-2027 Online Learning Program Handbook

Committed to Excellence - Focused on Student Success

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- Ensure letters are mailed and schedule parent meetings for students with attendance issues according to MC Attendance Policy.

Parent Responsibilities

- Stay informed of the student's online learning activities through their assigned learning platform (Georgia Virtual School, Imagine Learning's Virtual Portal, Edgenuity, Google Classroom).
- For students using the Edgenuity platform, Monroe County Schools requires 25 hours per week of online activity (excluding idle time) completing course requirements. Unless given express permission, the student must do the work Monday through Friday – no waiting until the weekend to complete the work.
- Support the student by providing time and access to an acceptable internet-accessible computer at home in order to complete coursework.
- Be aware of the student's technology use and encourage them to use regularly the technology available at home for schoolwork.
- Understand that this course affects grade point average and eligibility.
- Understand that withdrawal from the course must be done in accordance with the school's face-to-face course withdrawal requirements.
- Understands that a reliable internet connection is crucial for completing school work.
- Understands that a reliable computer with a keyboard that has an up-to-date web browser and virus protection is crucial for the student.

Student Responsibilities

- Understand that taking an online course is a major obligation. For students using the Edgenuity platform, Monroe County Schools requires 25 hours per week of online activity (excluding idle time) completing course requirements. Unless given express permission, the student must do the work Monday through Friday – no waiting until the weekend to complete the work.

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- Abide by the Monroe County Schools Acceptable Use Policy for Technology and the Student Handbook.
- Have ethical, responsible behavior in the online course environment.
- Follow all school attendance policies.
- Login to the online course daily, actively participate in the course, and complete all course assignments.
- Seek immediate assistance if there are technical problems.
- Communicate proactively with the supervising teacher/administration if there are questions or issues regarding course content, assignments, or requirements.
- Understand that online courses affect grade point average and eligibility.
- Understand that withdrawal from the course must be done in accordance with the school's face-to-face course withdrawal requirements.

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