EdOptions Academy

Policy Handbook

Contents

Who to Contact

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Welcome

Welcome to EdOptions Academy! Our mission is to provide a flexible and exciting learning experience for students worldwide, regardless of circumstances. We are committed to revolutionizing the use of technology to meet student needs, delivering a rigorous curriculum, and reinventing the role of the educator.

Program Information

1. Program Overview
EdOptions Academy, the premier virtual school solution for grades 6–12, offers a comprehensive online learning environment for today's students. Partnering with schools and districts, EdOptions Academy provides a rigorous, proven curriculum and certified online teachers for students who need flexible learning options.

EdOptions Academy's highly qualified teachers are certified specifically in the subject areas in which they teach and hold the appropriate level of certification required by each state. When a district enrolls students in an EdOptions Academy class, they are assigned a teacher of record. This teacher is responsible for all class instruction, helping students understand the class material, and supporting students so that they stay on track to achieve their academic goals.

2. School Accreditation
EdOptions Academy is accredited by AdvancED and the Northwest Accreditation Commission (NWAC) as a Distance Education School. This accreditation meets rigorous and comprehensive standards for student learning, with a focus on continuous improvement leading to greater student achievement. In addition to ongoing internal program improvement efforts, Edmentum will facilitate periodic external validation of the EdOptions Academy program.

3. School Calendar
EdOptions Academy operates year-round, allowing students to register anytime. EdOptions Academy observes all federal holidays. School administration and teachers are not available on the holidays, as noted below.

4. School Holidays
New Year's Day
Martin Luther King Jr. Day
Memorial Day
Independence Day
Labor Day
Thanksgiving
Day after Thanksgiving
Christmas Day through New Year's Day

5. School hours

EdOptions Academy administration is available Monday through Friday, 8:00 a.m. to 5:00 p.m. Central Standard Time. Online teachers are available at various times throughout the day and evening.

6. Enrollment

EdOptions Academy follows a rolling admissions process, and semester classes are available year-round. Class sessions are in Fall, Spring, and Summer.

Curriculum Overview

Edmentum Courseware incorporates an engaging, age-appropriate learning experience that emphasizes real-world applications. It has been developed to give teachers a variety of ways to engage different learning modalities and to provide students the opportunity to experience a range of standards and objectives that ensure academic success.

Edmentum Courseware integrates an online curriculum, electronic learning activities, and supporting interactive activities. An array of assessment tools allows teachers to correctly place students at the appropriate learning level, evaluate their strengths and needs, create individualized learning goals, and determine proficiency. Reports assist students in understanding where they need to focus on being academically successful as measured against objectives. Guidelines and tools are provided to track student progress and determine a final class grade.

1. EdOptions Academy Classes

EdOptions Academy offers a variety of courses available in all subject areas, ranging from Advanced Placement® to credit recovery.

2. Class Features

Tutorials

Tutorials provide direct instruction and practice interactions. Instruction is made engaging through the use of videos, animations, interactive timelines, and hotspot graphics. Practice interactions—including drag-and-drops, ordered problem solvers, multiple-choice questions, and fill-in-the-blank questions—all help students check their progress in mastering new concepts. Some tutorials also include Web links to informational sites, games, and videos, which are designed to broaden students' access to information on the topic.

Lesson Activities

These written assignments allow students to develop new learning in a constructivist way or apply knowledge from the tutorial in a significant way. In either case, Lesson Activities are designed to be an authentic learning and assessment tool: doing something real to develop new understanding while at the same time providing a subjective measure of that understanding. Lesson Activities are embedded in the tutorials and supply a document for offline use by students to write a response or record results. Each

activity has an answer key that provides answers for single-answer questions and objective rubrics or sample answers for open-ended questions. Students submit some activities through the Digital Drop Box for teacher evaluation and feedback. Students can check other activities themselves using the answer key.

Keep in mind that some students may need guidance to successfully self-check open-ended questions against a model.

Online Discussions
Online discussion with teachers and other students is a key twenty-first-century skills-based activity that allows for higher-order thinking about terminal objectives. An online threaded discussion mirrors the educational experience of a classroom discussion.

Teachers can initiate a discussion by asking a complex, open-ended question. Students can respond to the questions and the responses of other students. Each unit in a class has one predefined discussion topic along with a rubric for grading responses. Teachers can include additional discussion topics.

Unit Activities
The culminating activity at the end of each unit aims to deepen understanding of some key unit objectives and tie them together or tie them to other class concepts. This activity also includes authentic performance and supports twenty-first-century skills development. The student version consists of a simple rubric, if appropriate, while teacher versions can contain more complex rubrics, answer keys, and modeled sample answers. Unit activities supply a document for offline use by students to write a response or record results.

3. Assessment and Testing
Best practices in assessment and testing call for a variety of activities to evaluate student learning. Multiple data points more accurately present an evaluation of student strengths and needs. Some learning activities also serve as assessment activities to provide authentic learning and assessment opportunities. These activities are designed to encourage higher-order cognitive thinking, and most focus on real-world applications and/or twenty-first-century skills. Note that assessment items are available for each lesson.

- A mastery test at the end of each module or lesson provides the teacher and the student with clear indicators of areas of strength and weakness. These multiple-choice tests are taken online.
- A unit posttest helps a teacher track how well students have mastered a unit's content.
- An end-of-semester test assesses the major objectives covered in a class. By combining the unit posttest information with the end-of-semester test results, teachers will get a picture of student progress. See the Student Proctoring section below for proctoring requirements for end-of-semester tests.

4. Class Length

Fall/Spring classes are designed to be one semester in length, which is equal to 18 weeks. Students are able to complete classes anytime within the 18 weeks. Summer School classes are 8 weeks in duration. Class content is not condensed; instead, time expectations per day are increased to accommodate the condensed timeframe.

Students must be in a one-half credit course for a minimum of 2 weeks to be eligible for credit.

Responsibilities of District Partners

1. Site Coordinator Role

The Academy Site Coordinator has certain roles and responsibilities for EdOptions Academy programs. Each partnership with EdOptions Academy must have at least one Academy Site Coordinator at each site. This position can be filled by any staff member who will successfully manage the following responsibilities:

Student Support
Serve as an intermediary between students and their online teacher when needed to support students' needs at the school site.

Student Management
Where applicable, manage students in the classroom and/or computer lab.

Student Registration, Enrollment, and Orientation
The site Coordinator is responsible for registering and enrolling students into EdOptions Academy. During the virtual Site Coordinator Orientation session, site coordinators receive training on how to log in to the EdOptions Academy system and perform various administrative tasks. They also receive the Site Coordinator's Guide, which provides the information needed to get started. Site Coordinators can refer to the Guide at any time for help with technical readiness, navigating the EdOptions Academy Student Information System (SIS), and accessing links to additional resources.

Student Pacing
For Fall/Spring classes, students are expected to spend 50 minutes per day on each class, 5 days per week. For the Summer session, students are expected to work 4 hours per day, 5 days per week.

1. Site Coordinator Role (Continued)

Student Proctoring

To address academic integrity and exam security, the Site Coordinator is responsible for ensuring that students are properly proctored during end-of-semester exams. All end-of-semester exams are locked. To unlock a locked exam, the Site Coordinator must log in to the EdOptions Academy Student Information System, unlock the exam, and ensure proper oversight of the student prior to administering the exam.

Student Reporting and Progress Monitoring

EdOptions Academy provides Site Coordinators with access to a Student Information System (SIS), which allows them to view student progress tracking, grade performance, student transcripts, and more. This level of engagement by the Site Coordinator(s) in student management will help ensure that students meet the requirements of their online classes.

Responsibilities of EdOptions Academy Online Teachers

EdOptions Academy teachers communicate regularly with students using online communication tools. Teachers also use a secure Web-based system to manage student grades, assignments, and assessments. Students can contact teachers through email, text, or by phone when they have questions or need extra tutoring. Teachers will also use a Zoom room, which includes audio and video in a live virtual classroom setting.

2. Communication Expectations

Teachers are expected to answer questions, grade assignments, and provide feedback to students within 24 hours. All questions will be answered within a few hours, but 24 hours should be the maximum response time.

Additionally, teachers are required to check students' emails once over the weekend. Teachers will also make phone calls or send text messages to students to help facilitate their successful completion of the course. Students and parents are expected to respond when teachers contact them with questions or concerns.

3. Students with Learning Disabilities or Physical Disabilities

The school district or agency is responsible for providing the EdOptions Academy teachers with a valid copy of a student's accommodations page from their IEP so that the student can be granted the required accommodations. All related documentation should be uploaded to the student's profile account.

4. English as a Second Language (ESL) Students

Please note that all EdOptions Academy courses are written in English. Students who do not have at least a working knowledge of English will have difficulty in these classes.

Student Policies

Course Length

During the fall and spring semesters, students have a maximum of 18 weeks to complete a one-half-credit course. Courses can be completed prior to the 18 weeks. During a Summer School session, students have a maximum of 8 weeks to complete a one-half-credit course.

Students must be in a one-half credit course for a minimum of 2 weeks to be eligible for credit.

Withdrawal Policy

A student who withdraws after the 14-day grace period can re-enter the course at the point where they left off if the request for re-enrollment happens within 30 days of withdrawal. All requests for re-enrollment after 30 days will require the student to start the course from the beginning. All withdrawals after the 14-day grace period will be shown as WF.

Course Content

All semester-based courses are **one-half credit**. Courses consist of a blend of self-paced and guided instruction that includes tutorials, mastery tests, dropbox activities, and discussion posts for completion for course credit. Each course has a required final exam, which must be proctored by the site coordinator or our virtual proctoring service.

Attendance

Students are required to work consistently and to follow the pacing provided in the EdOptions Academy Student Information System (SIS). Students may complete more than what the pacing suggests each week and are encouraged to do so. Another important part of attendance is regular communication with EdOptions Academy online teachers and Academy staff. Students are expected to respond within 24 hours to any emails, texts, or phone calls they receive from EdOptions Academy staff. In addition to submitting work according to the suggested pace, students will also have **at least** one **synchronous** contact with their virtual instructor per month. This contact can be a monthly phone call, attendance at a Live Lesson or Webinar, an Instant Message, or a text message.

Earning Credit and Grading Policy

To receive credit in a course, students must earn at least an overall passing grade for the course based on their own district's grading scale. The Final grade will be comprised of all Mastery Tests, Discussions, Unit Tests, Unit Activities, and the End of Semester Test. The End of Semester Test will be weighted at 20% of the Final Grade. The remaining 80% will be divided among the other course activities. Students may take the EOS a second time after remediation to improve their scores. Students may resubmit coursework to improve their mastery up to the end of their enrollment time in the course.

Grading Scale

90-100	A
80-89	B
70-79	C
60-69	D
0-59	F

Transfer Students

Students transferring into EdOptions Academy must earn a minimum prescribed number of credits to be eligible for an EdOptions Academy diploma. Students must earn a minimum of 5 credits toward graduation to be eligible for an EdOptions Academy diploma.

Students transferring into EdOptions Academy as Full-Time students must request a minimum course load of 5 courses per semester. The Director of EdOptions Academy must approve any exceptions to this policy.

Transfer Credits

Students may transfer credits from other accredited schools by submitting transcripts for review by EdOptions Academy staff. The Academy administration will determine whether the credits qualify for transfer. Courses with different titles than those listed above in the Graduation Requirements section must be submitted to the Academy administration with accompanying course descriptions for review. The academy administration will determine whether those courses will meet graduation requirements.

Graduation Requirements

EdOptions Academy offers a diploma to its full-time students and is fully accredited by Cognia (formerly AdvancED). To receive a diploma, students must earn the following credits:

English/Language Arts (4 credits)
English I	1 credit
English II	1 credit
English III	1 credit
English IV	1 credit

Mathematics (3 credits)
Algebra I	1 credit
Geometry	1 credit
Additional Math	1 credit

Science (3 credits)
Biology	1 credit
Physical Science	1 credit
Additional Science	1 credit

Social Studies (3.5 credits)
Geography	.5 credit
World History	1 credit
American History	1 credit
American Government	.5 credit
Economics	.5 credit

Art (CTE courses can count) 1 credit
Electives 7 credits

Total   **21.5 credits**

Transcripts

Students and parents may access a student's unofficial transcript in the EdOptions Academy Student Information System (SIS) by selecting the Transcript option from the main menu. To get an official **transcript** sent to yourself or another school, please visit www.parchment.com and follow [these directions](#) to set up an account and get them delivered.
Students must be in good financial standing to receive an official transcript.

Right to Privacy Policy

EdOptions Academy respects a student's right to privacy by following the guidelines set forth in the Family Educational Rights and Privacy Act (FERPA). This law protects the privacy of a student's education records. EdOptions Academy must have written permission from the student/legal guardian to release information from that student's education record.

EdOptions Academy Student Code of Conduct

EdOptions Academy adheres to set policies to maintain the integrity of its curriculum, students, and staff. The policies address the consequences of noncompliance, as noted below. All students must read and sign the Student Code of Conduct below in order to proceed with the enrollment process.

Violation of Academic Integrity

Violations of Academic Integrity, in any form, are not tolerated. Violations of Academic Integrity includes, but is not
limited to cheating, plagiarism, copying another student's work, or allowing another student to copy your work.

If a violation of academic integrity is found, the following consequences may result:

- *First offense:* a written warning from the teacher, parent/guardian contacted, and a note added to the records of the student(s) involved. Student will have the option to redo the assignment for full credit.
- *Second offense:* a written warning from the teacher, parent/guardian and school contacted, and a note added to the records of the student(s) involved. Student will have the option to redo the assignment for 50% credit
- *Third offense:* a written warning from the teacher, a meeting with the student, parent/guardian, and school staff to discuss the incident and its consequences, and a note added to the records of the student(s) involved. The student will not have the option to redo the assignment, and a zero will be issued. Possible removal from the course.

Defiance of Authority/Insubordination

Disobedience or noncompliance toward any staff member of EdOptions Academy is considered insubordination. That includes refusing to maintain communication with Academy staff. An act of insubordination may occur in any situation or communication, including, but not limited to, an e-mail, a phone conversation, or in person.

If defiance of authority or insubordination is found, the following consequences will result:

- **First offense:** referral to Site Coordinator or Academy Administration.
- **Second offense:** Withdrawal from program.

Computer Misuse

Any student who attempts to access the secure information of EdOptions Academy or Edmentum or its affiliates improperly uses another student's or staff member's log-in information to gain access to information, intentionally attempts to obtain access to areas or information not open to normal access, or engages in any act similar to the above, has committed a computer misuse.

If computer misuse is found, the following consequences will result:

- **First offense:** Depending on the nature of the offense, the consequences can include a written warning, referral to a guidance counselor, suspended access to Academy courseware, administrative referral, or possible withdrawal.
- **Second offense:** Referral to the administration for possible withdrawal

Deviation from the above consequences: *Notwithstanding anything in this Policy to the contrary, the EdOptions Academy reserves the right to modify the consequences or action taken against a student violating this Policy in the EdOptions Academy's sole discretion for reasons including, but not limited to, the severity of or damages caused by the* violation or to ensure compliance with applicable law.

Anti-Bullying Policy

Cyberbullying, or bullying in any form, is not acceptable behavior for any student enrolled in classes at EdOptions Academy. Any student found to be involved in these activities will immediately be withdrawn from the Academy.

EdOptions Academy uses this definition of cyberbullying:
Cyberbullying is the use of the Internet and related technologies (cell phones, smartphones, etc.) to harass, hurt, embarrass, or humiliate other people. Using these technologies to act or speak in a deliberate, repeated, and hostile manner with the intent to harm others is also cyberbullying or cyberstalking.

Internet Acceptable Use Policy

The Internet is a compilation of many networks that support the open exchange of information for research and educational purposes. It can be accessible to anyone, anywhere, anytime. Students must understand that by using the network, their actions can be monitored at any time by a teacher or administrator.

Internet–Terms and Conditions of Use

- Users will not be abusive in EdOptions Academy messages to others. They will not use offensive, obscene or harassing language when using any EdOptions Academy or its affiliates' systems or software.

- Users will not reveal personal addresses or phone numbers of other users.
- Users will not post information if it violates the policy of others, jeopardizes the health and safety of students, plagiarizes the work of others, is a commercial advertisement, or is not approved by the teacher or school administrator. Users will accept responsibility for all materials they link to or upload.
- Users shall promptly report any inappropriate material they receive.
- Users will not attempt to log in to the network using any other user's name and password.
- Users accept and acknowledge that additional documents and paperwork may be required, including but not limited to documents requiring agreement and signature upon the request of the EdOptions Academy administration.
- All student-produced Web pages will be subject to the approval of the teacher or school administrator.
- Vandalism will result in the cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy the data of another user, agency, or EdOptions Academy. This includes, but is not limited to, the uploading or creation of computer viruses.
- In the event of a virtual field trip, all users will conduct themselves in accordance with the Policy or agreement applicable to the field trip.

Academic Integrity Contract

1. I will do my own work.
2. I will not copy another person's work, in whole or in part, and turn it in as my own.
3. I will not consult unauthorized material or information during tests unless my teacher gives me permission.
4. I will not plagiarize.
5. I will not copy text, graphics, mathematics solutions, artistic layouts or presentations, or any ideas in any form from another source without proper citation.
6. I will not communicate exam information or answers during or following an exam.
7. I will not provide unwarranted access to materials or information so that credit may be wrongly claimed by others.
8. I will not turn in an original paper or project more than once for different classes or assignments without notifying the teacher of the course prior to the submission.
9. I will not falsify or fabricate data or observations, including computer output, in lab situations.

Student Code of Conduct

Directions: All students must read and sign this Code of Conduct policy (hereinafter referred to as the "Policy") before taking an EdOptions Academy course. EdOptions Academy leverages this Policy to maintain the academic integrity of the EdOptions Academy, its curriculum, students, and staff and to address the consequences of noncompliance. By signing this Policy, you agree to adhere to the Policy and the other standards and requirements of the EdOptions Academy.

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- First offense: Referral to a guidance counselor
- Second offense: Referral to the administration for possible withdrawal

Computer Misuse: Any student who attempts to access the secure information of EdOptions Academy or Edmentum® or its affiliates improperly, uses another student's or staff member's log-in information to gain access to information, intentionally attempts to obtain access to areas or information not open to normal access, or engages in any act similar to the above, has committed a computer misuse. If computer misuse is found, the following consequences will result:

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edmentum™

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2. Users will not reveal personal addresses or phone numbers of other users.
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4. Users will promptly report any inappropriate material they receive.
5. Users will not attempt to log in to the network using any other user's name and password.
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5. I will not copy text, graphics, mathematics solutions, artistic layouts or presentations, or any ideas in any form from another source without proper citation.
6. I will not communicate exam information or answers during or following an exam.
7. I will not provide unwarranted access to materials or information so that credit may be wrongly claimed by others.
8. I will not turn in an original paper or project more than once for different classes or assignments.
9. I will not falsify or fabricate data or observations, including computer output, in laboratory situations.

By signing below, I agree to adhere to this Policy and refrain from committing any of the violations identified in the Policy. I understand that any breach of this Policy could result in the loss of credit and revocation of access to all instructional materials provided by EdOptions Academy, in addition to the other consequences identified herein.

_____   _____   _____
Student's Name   Student's Signature