EdOptions ACADEMY™

Policy Handbook

edmentum™

Contents

Welcome

Welcome to EdOptions Academy! Our mission is to provide a flexible and exciting learning experience for students throughout the world 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 student. 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 external validation of the EdOptions Academy program on a periodic basis.

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 noted below.

4. School Holidays
- New Year's Day
- Martin Luther King Jr. Day
- President's 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, 7:00am to 6:00pm 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 Fall, Spring, and Summer.

Curriculum Overview

Plato 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 give students the opportunity to experience a range of standards and objectives that ensure academic success.

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

1. EdOptions Academy Classes

EdOptions Academy has a variety of courses available in all subject areas, ranging from Advance 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 on 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 learning 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. Other activities can be checked by students 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 question as well as to 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 includes 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
It is the responsibility of the Site Coordinator to register and enroll students into EdOptions Academy. Site Coordinators receive training during the two-hour virtual Site Coordinator Orientation session on how to log in to the EdOptions Academy and perform various administrative tasks. Site Coordinators 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 a week. For the Summer session, students are expected to work 4 hours per day, 5 days a week.

Student Proctoring
To address student integrity and exam security, it is the responsibility of the Site Coordinator to ensure that students are properly proctored during end-of-semester exams. All end-of-semester exams are locked. A locked exam requires the Site Coordinator to log in to the EdOptions Academy Student Information System, unlock the exam, and ensure proper oversight of the student prior to administration of 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 or by phone when they have questions or need extra tutoring. Teachers will also use Blackboard Instant Messenger, a program that will need to be downloaded on the computers at the school site.

2. Communication Expectations

Teachers are required to answer questions, grade assignments, and provide feedback to students within 24 hours. Almost all questions will be answered within a few hours, but 24 hours is the maximum response time. Additionally, teachers are required to check email from students once over the weekend. Teachers will also make phone calls or send text messages to students to help facilitate successful completion of the course.

3. Students with Learning Disabilities or Physical Disabilities

It is the responsibility of the school district or agency to provide the EdOptions Academy guidance department with a valid copy of a student's IEP in order for the student to be granted the required accommodations. All related documentation for review should be faxed to 703-243-8472 or e-mailed to Ulaine.holliday@edmentum.com.

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

Students are given a maximum of **18 weeks** to complete a **one-half credit** course during fall and spring semesters. 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 withdrawals after the 14 day grace period can re-enter the course at the point where he or she 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 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, drop box 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 they receive. In addition to submitting work according to the suggested pace, students will also have at least one synchronous contact with their virtual instructor. 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

In order to receive credit in a course, students must earn at least a 60% overall passing grade for the course. 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 divided among the other course activities. Students may take the EOS a second time after remediation to improve

their score. Students may resubmit course work 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 amount of credits to be eligible for an EdOptions Academy diploma. Students must earn a minimum of 5 credits toward graduation to be eligible for a EdOptions Academy Diploma.

Students transferring into EdOptions Academy as a Full Time student must request a minimum course load of 5 courses per semester.

Any exceptions to this policy must be approved by the Director of EdOptions Academy.

Transfer Credits

Students may transfer in credits from other accredited schools by submitting transcripts for review by EdOptions Academy staff. Academy administration will determine whether the credits qualify for transfer. Courses that have different titles than those listed above in the Graduation Requirements section must be submitted to Academy administration with accompanying course descriptions for review. 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 AdvancED. In order 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. Official transcripts, with the EdOptions Academy seal, are available upon request. To request an Official Transcript, a student or parent should complete a transcript request form found on the EdOptions Academy website. Students must be in good financial standing to receive an official transcript. There is no fee for ordering a 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 in order to release information from that student's education record.

EdOptions Academy Student Code of Conduct

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

Academic Misconduct

Academic Misconduct, in any form, is not tolerated. Academic misconduct includes, but is not limited to, cheating, plagiarism, copying another student's work or allowing another student to copy your work.
If academic misconduct is found, the following consequences will result:

- First offense: zero on the assignment, a written warning, and a note added to the records of the students involved
- Second offense: zero on the assignment and a referral to the administration for possible withdrawal

Defiance of Authority/Insubordination Disobedience or noncompliance toward any staff member of the

EdOptions Academy is considered insubordination. That includes refusal to maintain communication with Academy staff. An act of insubordination may occur in any situation or communication, including, but not limited to, in an e-mail, during 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 in an improper manner, 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, or administrative referral   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
Cyber bullying, 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 cyber bullying:
Cyber bullying is the use of the Internet and related technologies (cell phones, smart phones, 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 cyber bullying or cyber stalking.

Internet Acceptable Use Policy
The internet is a compilation of many networks that supports the open exchange of information for research and educational purposes. The internet 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 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 EdOptions Academy administration.
- Any and 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, 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.
9. I will not, in lab situations, falsify or fabricate data or observations, including computer output.

Who to Contact

Minnesota Headquarters
EdOptions Academy
5600 W. 83rd St. Suite 300 8200 Tower
Bloomington, MN 55437
Phone: 1-866-890-815

Student Code of Conduct

Directions: All students must read and sign this Code of Conduct policy (hereinafter referred to as the "Policy") in advance of proceeding with 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.

Academic Misconduct: Academic misconduct, in any form, is not tolerated. Academic misconduct includes, but is not limited to, cheating, plagiarism, copying another student's work, or allowing another student to copy your work. If academic misconduct is found, the following consequences will result:

- First offense: Zero on assignment, written warning, and a note added to the records of the students involved
- Second offense: Zero on assignment and referral to the administration for possible withdrawal

Defiance of Authority/Insubordination: Disobedience or noncompliance toward any staff member of the EdOptions Academy is considered insubordination. This includes refusal to maintain communication with PLATO staff. An act of insubordination may occur in any situation or communication, including, but not limited to, in an email, during a phone conversation, or in person. If defiance of authority or insubordination is found, the following consequences will result:

- 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 in an improper manner, 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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3. 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.
4. Users will promptly report any inappropriate material they receive.
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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, in laboratory situations, falsify or fabricate data or observations, including computer output.

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 violation 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   Date