

Extended Studies at Academy Online Handbook for Students



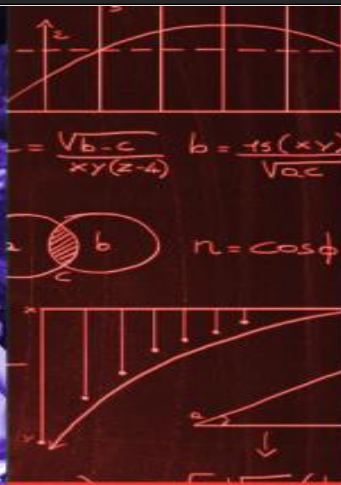
student-centered



challenging



flexible



unique



technology-rich

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About Our Program

The new Extended Studies at Academy Online program is designed to challenge students with a college or career experience and provide students with courses they may otherwise be unable to access at their primary high school. These are courses that supplement their other high school course work by providing an extension beyond what the student's primary high school can offer and feeding a student's area of passion. Our program is not an alternative education program, but rather a non-traditional format of course delivery. All of our courses are taught by highly-qualified District 20 teachers. Courses are not self-paced; instead, they are guided by an instructor and paced according to the published schedule. Courses are delivered fully online or in a hybrid format to ensure flexibility for our students while addressing the need for face-to-face interaction in some classes. Further, 70% of our courses are articulated with the University of Colorado to provide students with the option to earn dual high school and college credit. We are able to offer this opportunity for college credit to students at a discounted tuition rate from \$75.00 per course up to \$75.00 per credit hour (depending on the course), and those credits become part of a student's University of Colorado college transcript that can be transferred to many other academic institutions.

Here's how it works!

1. **Hear About a Course:** We publish our intended next year's course offerings after Spring Break of the current year.
2. **Sign up:** Students currently enrolled in a District 20 high school can express their interest in a course by going to www.asd20.org/aohs and clicking Apply & Enroll. Students will meet with their building counselor, who will work with them to determine scheduling options in order to accommodate the Academy Online course(s). Out of district students can apply and take our courses on a tuition- based, open seat basis.
3. **Get Started:** Just before the course begins, our office gets students started, and students then work in the course and with the teachers as they would in any other class.
4. **Finish Strong:** At the end of the term, the course appears on the student's regular high school transcript and is accompanied by dual college credit, if the student chose and applied for that option.

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Our Mission...Academy Online, a virtual learning community, meets the diverse needs of all students through interactive and innovative learning opportunities in a safe and engaging teacher-directed environment that equips students with the knowledge, character, and life-long learning skills to become exceptional citizens.

Why take a course with us?

Academy Online provides unique learning opportunities through online and hybrid courses that will challenge students in pursuit of their goals and provide many opportunities to earn dual high school and college credit at a reduced college tuition rate.

Our courses provide you with...

- **Flexibility:** Online, hybrid, condensed schedule
- **Challenge:** College-level & dual credit, honors, AP, certifications, vocational
- **Networking:** Use tech. to connect with students within and beyond your school
- **Opportunity to pursue goals:** Take courses that correspond to your interests

“A good online learning experience helps students prepare for that shift [from high school to university study]. It helps them develop the ability to work with a whole range of online media, and to develop an awareness of managing their personal progress, which university students recognize as an essential part of their study requirement.” (*Online Courses in High School Could Help with College Prep*)

A shift in graduation guidelines over the next five years will require students to fulfill one or more college and career-ready demonstrations—“passing a college-level course taken during high school” can fulfill this requirement. (*Colorado Department of Education*)

What the numbers tell us

More than **one-third** of high school graduates need **remedial classes** in college (*Colorado Department of Education*), but students who complete college level classes in high school avoid these remedial classes.

By 2020, **three out of every four jobs** will require education or training beyond high school (*Colorado Department of Education*).

85% of students who are enrolled in dual enrollment classes enroll in college (*Colorado Department of Education*).

When you take an Academy Online course, you are not on your own. Our highly-qualified D2o teachers are here to help you meet learning goals, and they work to build a positive and proactive classroom culture. You'll interact with your peers—whether virtually or in-person—who are also taking the course for the learning opportunities it provides.

Important Dates & Deadlines

Each of our courses is assigned to a semester (two semesters for year-long courses); however, some courses have a condensed, intensive schedule. All course start, end, add, and drop dates are noted in the current Course Catalog. Students taking a course with dual college credit and/or an AP® exam have additional deadlines set by the University of Colorado or Colorado State University and College Board, respectively.

We adhere to the district school year calendar, available for viewing at www.asd20.org; however, the online components of our courses are accessible 24/7 within course start and end dates and not subject to holiday, snow days, or weekend school closures. Students are advised to consult with their teacher for course-specific dates, deadlines, and teacher hours of availability.

For the 2016-17 School Year:

- August 15 First semester begins
- August 26 Student enrollment deadline for semester 1 courses
- August 26 DROP DEADLINE for semester 1 courses
- August 31 Meet the Teacher Night, 5 – 6 pm and the Education Administration Center (in atrium)
- October 4 Online student count day. All online students **must log on** and complete assignments due this day
- October 6 End of 1st quarter
- October 19 and 20 Parent/Teacher Conferences. Academy Online teachers will coordinate communications with parents and students
- December 16 End of semester 1
- January 4 Academy Online teachers report first semester grades
- January 4 Second semester begins
- January 13 Student enrollment deadline for semester 2 courses
- January 13 DROP DEADLINE for semester 2 courses
- March 17 End of 3rd quarter
- March 22 and 23 Parent/Teacher Conferences. Academy Online teachers will coordinate communications with parents and students
- Early May Enrollment for Fall 2016 Academy Online courses open
- May 31 Tentative last day for students (several courses will end prior to this date)

Costs & Fees

Students in District 20 can enroll in our courses free of charge*. Other fees and costs are estimated in the table below.

| Description | Cost | Notes |
|---|------------------------------|--|
| In district course fee | None | No course fee is incurred as long as the student is not currently taking more than 8 total courses (aggregate of all schools currently attending). |
| In district course fee >8 total courses | \$250 per student per course | D20 students taking more than 8 total courses (combined primary school and Academy Online) are subjected to this "overload" fee. |
| Out of district course fee | \$250 per student per course | The school district of full time attendance <u>or</u> the family of the student pays this tuition rate. |
| Dual credit (UCCS) | \$75 per <u>course</u> | Most courses are articulated with college courses of 3-4 credit hours. See the Course Catalog for course specific information. Students are not required to sign up for dual college credit. |
| Dual credit (UC-Denver) | \$75 per <u>credit hour</u> | Most courses are articulated with college courses of 3-4 credit hours. See the Course Catalog for course specific information. Students are not required to sign up for dual college credit. |
| Dual credit (CSU-Pueblo) | \$52 per <u>credit hour</u> | Most courses are articulated with college courses of 3-4 credit hours. See the Course Catalog for course specific information. Students are not required to sign up for dual college credit. |
| AP exam fee | \$95 | Assessed only for College Board Advanced Placement courses. |
| Course material/lab fees | Varies | Consult the Course Catalog for any fees related to individual courses. |
| Drop/withdraw course fee | \$250 per course | Courses dropped after the drop deadline may incur this dropped course fee. |

*Course material or lab fees as well as AP exam and dual credit tuition may be part of the course. Consult the Course Catalog for details.

Extended Studies at Academy Online Handbook

This section of the Toolkit provides detailed policies and information about Extended Studies at Academy Online.

Attendance & Participation

Academy Online students are expected to attend and participate in their courses at least as fully as they would attend and participate in a traditional classroom course (an average of 60 minutes per class, per day with homework equivalents). Hybrid courses have in-person meetings as detailed in the Course Catalog, and attendance is documented as part of the student's record; students are expected to attend these in-person meetings unless an excused absence is communicated and confirmed with the teacher. Failing to attend these in-person meetings is equivalent to missing class, and the student may have behavior consequences as assigned by his or her high school as well as academic consequences as a result of missing class.

When signing up for courses, it's imperative that students and their parents/guardians take note of any in-person meetings and ensure they can attend those meetings.

The online aspects of courses also have attendance requirements as determined by student log-ins, content access, and progress. Students are expected to log in to the online course at least as indicated by the instructor and for the approximate duration as indicated in the Course Catalog. Assignments are to be completed by the assigned deadlines and may be used as evidence of attendance. If work is going to be late, it is the responsibility of the students to contact the instructor and to make up missed work, even in the cases of extended student illness (five days or more). The student should contact the course instructor directly to notify the instructor of any delay in providing assigned work and to make arrangements for work that will need to be made up.

Colorado law requires attendance of all children between the ages of 6 and 17. Truancy is defined for online students as not regularly participating in lessons as prescribed by their teachers and/or non-communication.

Colorado State Statute 22-30.7-105(2)(a) states "A student who is participating in an on-line program shall be subject to compulsory school attendance as provided in article 33 of this title and shall be deemed to comply with the compulsory attendance requirements through participation in the on-line program.

Students who do not consistently log on and make progress in their Academy Online classes will be referred back to their high school for all courses, where they can receive real-time, building-based interventions and attend classes on a traditional regular every day or every other day schedule.

For state reporting requirements, Academy Online must have an electronic record of regular online student participation. Online students are required to log on to be in “attendance” on October 4 (or the designated day) in addition to regular course attendance.

Attendance documentation of active participation includes system logins that make evident each student taking part in course content in the online educational program via the Internet. Students and parents can access online attendance through the User Activity feature of the learning management system. Non-attendance of students will be reported to interested parties using their reporting system and through teacher communication via email, Infinite Campus messaging, phone, and/or in writing where appropriate. For the online class components, students are not necessarily required to log in at specific times, but rather expected to make appropriate progress in their coursework.

To verify and report this attendance (as detailed in the Pupil Count Manual Student Membership for the October Count General Instructions and Guidelines):

- Logins must show that the student was online on the official count date (*October 4*) or if the student is absent on the official count date, there must be a login prior to the official count date and within thirty days following. Examples of valid documentation include (but are not limited to):
 - Student management system login including student name, date, time, and documentation that specifically addresses course content and student work;
 - Student management system login including student name, date, time, with a corresponding email documenting specific course content and student work; and
 - Student management system login including student name, date, time, with corresponding documentation of instant messaging.

Communications at Extended Studies at Academy Online

Academy Online maintains multiple communication tools to ensure prompt, time-sensitive responses. The Academy Online external website contains relevant and regular school updates. Weekly announcements are maintained on the school’s website. Announcements are sent weekly via the 2oAlert system. The course management system is also used to communicate upcoming events and deadlines. Each teacher maintains contact with students and parents through email, texting, and/or telephone, as appropriate.

All communication between Academy Online administration, teachers, parents, students, and other parties must be conducted with appropriate professionalism. Demeaning language, foul language, or derogatory remarks/innuendos are not acceptable. This includes communication during virtual classroom sessions, social networking tools, and any other forms, including email.

Course Grade Reporting & Grade Point Averages (GPA)

Extended Studies at Academy Online courses use either a total points grading system with the following letter grades, percentages, and GPA calculations or a standards-based system. Grading details are documented in each course and communicated by each teacher.

Courses become part of a student's D20 transcript and factor into a student's GPA just like any other course taken at a student's primary-enrolled high school. Schools determine the type of credit (core elective, unrestricted elective, etc.) of each class.

Concerns & Complaints

Academy District 20 Administrative Policy KE, Public Concerns and Complaints, states: It is the intent of the district to foster open communications with the community. The district welcomes constructive criticism of the schools whenever it is motivated by a sincere desire to improve the quality of the educational or management program of the district. The district has confidence in its professional staff, however, and desires to support their actions, in order that they be free from unnecessary, spiteful, or destructive criticism and complaint. Any parent or patron has the right to submit a suggestion, concern, or complaint in reference to the operation of the district. This policy shall apply to all public concerns and complaints except those included in Policy KEC, Public Concerns/Complaints about Instructional Resources. Suggestions or complaints are best handled and resolved as close to their origin as possible. Therefore, the proper channeling of complaints will be as follows:

1. Point of origin (e.g., teacher, coach, administrator)
2. Principal or district department leader
3. Principal's supervisor or district department leader's supervisor
4. Superintendent or designee
5. Board of Education

The Public Concerns and Complaints Procedure (Procedure KE-R) may be found at www.asd20.org/administrativepolicies.

Dual Credit

University of Colorado System

We partner with the University of Colorado (Colorado Springs or Denver campus) CU-Succeed program to provide students with the opportunity to earn college credit for many of our courses. This opportunity enables students to earn real and generally transferrable college credit at a reduced tuition cost of \$75.00 per course (UCCS) and \$75.00 per credit hour (CU Denver). While we can help students meet the requirements and deadlines for college credit, students and their families work through the University of Colorado system and their staff. We cannot adjust deadlines, fees, and policies set forth by the CU-Succeed program. When students fulfill the University requirements (including earning a passing grade in the course), they will have a University of Colorado college transcript that functions just as though they completed the course on the university's campus.

For details on the CU-Succeed program, consult these websites:

- University of Colorado, Colorado Springs - http://www.uccs.edu/~extendedstudies/uccs_cu_succeed.html
- University of Colorado, Denver - <http://www.ucdenver.edu/academics/continuing-education/CUSucceed/Pages/default.aspx>

Colorado State University System

We also partner with CSU-Pueblo to offer some courses for dual credit. This opportunity enables students to earn real and generally transferrable college credit at a reduced tuition cost of \$52.00 per credit hour. While we can help students meet the requirements and deadlines for college credit, students and their families work through the Colorado State University system and their staff. We cannot adjust deadlines, fees, and policies set forth by the CSU program. When students fulfill the University requirements (including earning a passing grade in the course), they will have a CSU college transcript that functions just as though they completed the course on the university's campus.

For details on the CSU program, consult <http://extendedstudies.csupueblo.edu/SeniorToSophomore/Students/Pages/default.aspx>.

IMPORTANT NOTES ABOUT DUAL CREDIT

- A minimum grade of D is required for college credit to be obtained; tuition is not refunded to students who do not achieve a D or higher.
- A failing grade is not awarded credit, and **students who do not pass the class are thereby responsible for reimbursing the district the tuition paid on their behalf.**
- A grade lower than a C- may jeopardize a student's ability to enroll in college and/or **may negatively affect the student's financial aid eligibility.**
- Students must be prepared for the curriculum and rigor of college-level courses. The curriculum of college-aligned courses is not adjusted for students who choose not to seek college credit.
- Please recognize that transferability of credit to other universities is not guaranteed. Students must proactively research credit transferability to their college of choice.

Refer to our Course Catalog for specific course-related information, and find the most up-to-date information on our website: asd2o.org/aohs.

Enrolling, Dropping, Withdrawing, and Changing Schedules

Students enroll in Academy Online courses by following the procedures outlined in this toolkit by the enrollment deadline. Enrollment notes:

- A student who has failed a class is not eligible to take the same course with Academy Online. Credit Recovery is the best option in these circumstances.
- A student who wishes to enroll in semester 2 of a year-long course needs to have successfully completed the first semester of that same course.

- Out-of-district students can enroll in our courses on a seat-available, tuition basis.
- If a course is full, students will be placed on a waitlist and notified before the end of week 2 as to whether or not they have been enrolled in the course.

If students need to drop or withdraw from a course, they can do so by the drop deadline without penalty. Dropping a course after the deadline may incur a \$250 course fee. Students should contact their counselor or the Academy Online office to drop; parents of students wishing to withdraw (withdraw usually occurs well into the semester) will need to notify Academy Online or the student's high school in writing to communicate their desire to withdraw. Withdrawing from a course may be reflected on the student's transcript as a WF (withdraw fail), while dropping generally does not. The WF will be calculated into the total grade point average.

Since students have the opportunity to pick most of their classes and build their schedules, it is expected that they will give careful consideration to this process and be responsible for the decisions they make. Schedule changes could affect your athletic/activities eligibility. New students will be registered and schedule changes will be made according to the process indicated. Schedule changes are to correct errors and making recommended changes.

Students may request a change in their schedule by contacting their counselor. The request will require the input of the involved teachers, parents, and counselor. Educational need and course availability will factor into these considerations.

No change will be made until a written (paper or email) request is made to the counselor. Once new courses are active, they will show up on the student's schedule and be available for class work.

New students will be registered and schedule changes will be made according to the process indicated. Courses dropped through the second week of the semester will not appear on the student's transcript.

Harassment Policy

Academy Online is committed to safeguarding the right of all Academy Online participants to work and learn in an environment that is free of discrimination or harassment. Harassment in any form will not be tolerated. All schools in D20 have policies and procedures for addressing harassment complaints and those policies are binding as well.

Inappropriate communications or inappropriate use of online tools will carry similar disciplinary consequences as violations at the student's primary school. Online or in-person bullying, harassment, or creating content under the guise of another person is subject to appropriate consequences as well.

Instructor Responsibilities

Extended Studies at Academy Online instructors are responsible for managing and monitoring online participation in their courses. If a course instructor is experiencing a problem with a student's participation, attendance or performance, it is the responsibility of the instructor to contact the Academy Online principal or designee as soon as possible.

Academy Online instructors are expected to participate in their online courses as fully as they would a traditional classroom course. Academy Online instructors should login and review their course and student participation multiple times per week. Instructors are expected to respond in a timely manner to student communications that are made either in an Academy Online course or through other means.

Instructional Support Services

Instructional support services are available to students who qualify under state guidelines. Students who have a current Individual Education Program (IEP) are eligible for support services. Case managers, in consultation with parents, will assist students as they select courses. Course selection is based on individual student needs. Students are served in the least restrictive environment.

Teachers are expected to respond to student questions within 24 hours excepting weekends and holidays. With the exception of phone and texting conversations, all interactions are expected to happen via the Internet or Internet-facilitated tools. At the minimum, teachers and students are expected to communicate via email and through the online content such as discussion boards and assignment exchanges.

Teachers are responsible for grading all assignments in the course—online assignments as well as in-person assignments. They have access to facilitated grading for objective items via the learning management system. Teachers directly grade subjective items (short answers, extended responses, essays) and uploaded files. Only the licensed, certified, assigned teacher will be responsible for the grading.

State and District Assessments

Because Extended Studies at Academy Online students attend another high school full time, they will take state and district assessments at their home high school regardless of what courses they are taking with us; this includes students who are full time with the Academy Online 9th Grade Blended Pilot program.

Student and Teacher Communications for Online Components

While multiple means of communication are available to both student and teacher, email and associated assignment communications are the official record for Academy Online. As such, students are expected to have an email address available for class use. This email account should be

checked regularly for teacher communication. Students should expect that digital communications will be kept and archived. Additionally, communications often support and sometimes function as attendance records in courses. All communications, especially those within the District's learning management system, can and may be accessed by school and district personnel at any time.

Teachers are expected to respond to student questions within 24 hours excepting weekends and holidays. With the exception of phone and texting conversations as well as in-person class meetings, all interactions are expected to happen via the Internet or Internet-facilitated tools. At the minimum, teachers and students are expected to communicate via email and through the online content such as discussion boards and assignment exchanges.

In the online components of the class, teacher and students may interact using the following resources:

- Synchronous Communications
 - Desktop sharing facilitated through the learning management system
 - Including voice, video, text, and application sharing
 - Telephone conversations
 - Skype or other online meeting mechanisms
- Asynchronous Communications
 - Email
 - Discussion boards
 - Assignment posting via document uploads
 - Blogs and Wikis
- Semi-Asynchronous Communications
 - Instant messaging
 - Texting
 - Learning management system facilitated chat

Email is a primary communication platform for online components of Academy Online as well as to communicate with our community. Information needing to be communicated to families will be sent via email. Often, the information is time-sensitive and many items require a specific response. Therefore, students (and parents) are expected to inform their teachers promptly of any changes to their email address (and regular address); students (and parents) are responsible for checking their email regularly during each week and replying promptly to any email requests received from any teacher or Academy Online staff.

Parents are responsible for promptly notifying the Academy Online office of any changes to address, phone number, email address, or other pertinent information. Parents are expected to keep all family records and email addresses up to date.

Student Code of Conduct

All students enrolled in D20 schools are subject to the discipline policies and procedures as detailed in the district's administrative policies. Should discipline issues arise, students will be held to similar consequences as those in both their primary in-building school as well as Academy Online.

All students taking courses in any D20 school are bound by the following Code of Conduct. Given the unique composition of a primarily online school setting, the following issues are clarified:

- "Classroom" does not equate to the home. "School Grounds" will be considered the grounds of any Academy Online-sponsored virtual space, event, and instructional property including resources made available by Academy Online as well as in-person meeting space.
- Student conduct expectations around appropriate treatment of instructional property apply to any resource provided by D20 to access Academy Online. Misuse of hardware or software may be grounds for exclusion from Academy Online.
- Students may be removed from Academy Online due to disciplinary action, lack of attendance/progress, failure to participate in state-mandated assessments, nondisclosure of an IEP, violation of the D20 Network Agreement, or any violation of the Code of Conduct listed below.

Code of Conduct, Policy JICDA

The principal may suspend or recommend expulsion of a student who engages in one or more of the following activities while on school grounds, in a school vehicle, or during a school-sponsored activity, and in certain cases when the behavior occurs off of school property.

1. Declaration as a habitually disruptive student as defined in C.R.S. §22-33-106(1)(c.5)(II)
2. Possession of a dangerous weapon without the authorization of the school or the school district; in accordance with the provisions of 20 U.S.C. §7151, a student who is determined to have brought a firearm to school, or to have possessed a firearm at school, shall be expelled for not less than one year, except that the superintendent may modify this requirement on a case-by-case basis if such modification is in writing. (According to Colorado law, defined in C.R.S. § 18-1-901(3)(h), "firearm" means any handgun, automatic, revolver, pistol, rifle, shotgun, or other instrument or device capable or intended to be capable of discharging bullets, cartridges, or other explosive charges.)
3. Commission of an act that, if committed by an adult, would be robbery or assault other than third degree assault as defined by state law.
4. Making a false allegation of criminal activity against an employee of an educational entity to law enforcement authorities or school district officials or personnel.
5. Violation of criminal law which has an immediate effect on the school or on the general safety or welfare of students or staff.
6. Violation of applicable district policy or building regulations.
7. Violation of the district's policy on dangerous weapons in the schools (administrative policy JICI).
8. Violation of the district's alcohol use/drug abuse policy (administrative policy JICH).
9. Violation of the district's violent and aggressive behavior provisions within the suspension and expulsion policy (administrative policy JKD/JKE).
10. Violation of the district's tobacco-free schools policy (administrative policy KDC).
11. Violation of the district's policy on sexual harassment (administrative policy JBB).
12. Throwing objects, unless part of a supervised school activity, that can cause bodily injury or damage property.
13. Directing profanity, vulgar language or obscene gestures toward other students, school personnel or visitors to the school.
14. Engaging in verbal abuse, i.e., name calling, ethnic or racial slurs, or derogatory statements addressed publicly to others that precipitate disruption of the school program or incite violence.
15. Committing extortion, coercion or blackmail, i.e., obtaining money or other objects of value from an unwilling person or forcing an individual to act through the use of force or threat of force.
16. Lying or giving false information, either verbally or in writing, to a school employee.
17. Scholastic dishonesty which includes but is not limited to cheating on a test, plagiarism or unauthorized collaboration with another person in preparing written work.
18. Continued willful disobedience or open and persistent defiance of proper authority including deliberate refusal to obey a member of the school staff.
19. Behavior on or off school property which is detrimental to the welfare or safety of other students or school personnel.
20. Repeated interference with the school's ability to provide educational opportunities to other students.

21. Engaging in "hazing" activities, i.e., forcing prolonged physical activity, forcing excessive consumption of any substance, forcing prolonged deprivation of sleep, food, or drink, or any other behavior which recklessly endangers the health or safety of an individual for purposes of initiation into any student group.
22. Violation of the district's dress code policy (administrative policy JICA).
23. Violation of the district's policy on student expression (administrative policy JICE).
24. Violation of the district's policy on bullying (administrative policy JICDE).

Each principal shall post a copy of these rules in a prominent place in each school and shall distribute a copy to each student. Copies also shall be available to any member of the public upon request.

Student Dress & Appearance

While most of the interactions may take place online, courses may have required in-person meetings, or students may have occasion to visit district sites while taking classes or when visiting with teachers, counselors, or other staff members. With that in mind, students have a right to dress in accordance with their own tastes as long as it is not materially and substantially disruptive to the educational process. The Student Dress Code, policy JICA, defines certain clothing or appearance as disruptive if it advocates drug use, violence, or unlawful activity. If clothes are inappropriately revealing or tattered and torn, students may be in violation of the dress code as well. Each building administrator has authority to enforce this policy. Students producing or participating in any video or photo productions are expected to dress appropriately as described above.

Student Records

Academy District 20 Administrative Policy JRA/JRC, Student Records/Release of Information on Students, states, in part: The district may disclose student education records or personally identifiable information contained therein without written consent of the parent or eligible student if the disclosure meets one of the following conditions...The disclosure is to a school official having a legitimate educational interest in the student education record or the personally identifiable information contained therein...The disclosure is to officials of another school, school system or postsecondary institution that has requested the records and in which the student seeks or intends to enroll, or has enrolled...The disclosure is to authorized representatives of the Comptroller General of the United States, the Attorney General of the United States, the Secretary of the U.S. Department of Education, or state and local educational authorities...The disclosure is in connection with a student's application for, or receipt of, financial aid...The disclosure is to state and local officials and concerns the juvenile justice system's ability to effectively serve, prior to adjudication, the student whose records are disclosed as provided under the Colorado Open Records Act and Colorado Children's Code...The disclosure is to organizations conducting studies for, or on behalf of, educational agencies or institutions to develop, validate or administer predictive tests; to administer student aid programs; or to improve instruction...The disclosure is to accrediting organizations for accrediting functions...The disclosure is to the parent of an eligible student and the student is a dependent for IRS tax purposes...The disclosure is in connection with an emergency, if knowledge of the information is necessary to protect the health or safety of the student or others...The disclosure is to comply with a judicial order or lawful subpoena. Unless specified in the order or subpoena, the district shall

make a reasonable effort to notify the parent or eligible student prior to complying with the order or subpoena...The disclosure is of “directory information” as defined by this policy. (www.asd20.org/administrativepolicies)

Student Status/Classification

In-district students are defined as high school students in grade 9-12 grade as of the fall of 2015 who wish to enroll in Academy Online courses as part of their regular high school schedules or as an overload to their regular high school schedule (overload course enrollments are \$250).

Out-of-district students are defined as high school students in grade 9-12 as of the fall of 2015 who either reside in D20 boundaries but are not enrolled in D20 schools as well as those residing outside D20 boundaries. These students can enroll in Academy Online courses when seats are available and at a tuition cost per course.

Teachers & Staff

Academy Online teachers are highly qualified, state of Colorado-licensed, Academy School District 20 human resource-vetted teachers. Every student in every course is assigned a highly qualified, licensed, Academy School District 20 teacher who supervises, through regular and consistent synchronous and/or asynchronous interactions, the student’s learning, and curricular and peer interactions.