

Extended Studies at Academy Online Toolkit for Students



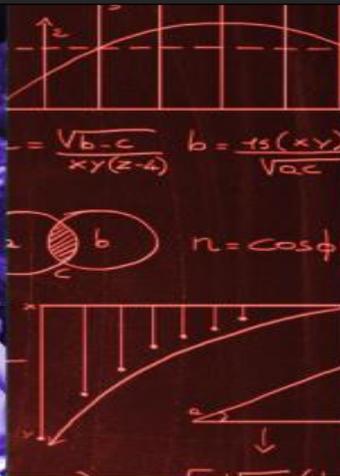
student-centered



challenging



flexible



engaging



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 at the end of the current school 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 Register. 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.

1110 Chapel Hills Drive, C/S, CO 80920

719.234.1670

www.asd20.org/aohs

School Principal

Nathan Gorsch

nathan.gorsch@asd20.org

719.234.1717

Program Coordinator

Rhonda Spradling

rhonda.spradling@asd20.org

719.234.1668

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 D20 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.

Profile of an Academy Online Student

The experience of taking online or hybrid online/on-land courses can feel much different than being in a physical classroom every day. In a traditional classroom, often the teacher is doing most of the work, and you are following along. In an Academy Online classroom, there is a shared ownership for learning: you are determining your schedule, and you might be initiating communication with your teacher more often than you have before. This format can be an incredibly freeing experience, but also one that requires maturity, self-direction, and good time management.

At Academy Online, we believe that all students should complete at least one online or hybrid course before graduation, for many of us encounter online learning in our careers and/or in college; plus, these courses foster important skills for success—taking such a course in high school can only help students better prepare for life after graduation.

While taking Academy Online courses will help to develop skills, it's also important that you bring certain skills and a positive, engaged mindset to the experience.

When you take an online course...

You'll learn course curriculum plus further develop the skills of success:

- ✓ Self-direction & independence
- ✓ Time management
- ✓ Communication
- ✓ Technology proficiency
- ✓ Learning from and networking with others

Would Academy Online courses be a good fit for you?

- Are you willing to communicate with adults via email, phone, text, and online synchronous (think Skype) programs?
- Are you responsive to communication initiated by the teacher; recognize that our courses are just as rigorous as a similar in-building course, if not more rigorous because of the high level of independence they require?
- Do you manage your time well? Think about when you have homework—do you complete it and do so on time and to the best of your ability?
- Do you approach challenge positively and proactively?
- Do you work best on your own and using technology to interface with content and connect with others?
- Are you interested in earning college credit in high school?
- Do you want to explore topics and courses that are different than or beyond the standard offerings in your high school?

If you answered **Yes** to these questions, you are likely a great candidate for taking Academy Online courses! Check out our current Course Catalog for course listings and information in this toolkit on how to apply and register.

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 and College Board, respectively.

We adhere to the district school year calendar, available for viewing at www.asd2o.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.

August 17.....	First semester begins
August 21	IN DISTRICT student enrollment deadline for semester 1 courses
August 28	OUT OF DISTRICT student enrollment deadline for semester 1 courses
August 28	DROP DEADLINE for semester 2
October 1.....	Online student count day. All online students <u>must</u> log on and complete assignments due this day
October 8	End of 1 st quarter
October 14 and 15.....	Parent/Teacher Conferences. Academy Online teachers will coordinate communications with parents and students
December 18	End of semester 1
January 5	Academy Online teachers report first semester grades
January 6	Second semester begins
January 8	IN DISTRICT student enrollment deadline for semester 2 courses
January 15	OUT OF DISTRICT student enrollment deadline for semester 2 courses
January 22	DROP DEADLINE for semester 2
March 11.....	End of 3 rd quarter
March 16 and 17.....	Parent/Teacher Conferences. Academy Online teachers will coordinate communications with parents and students
Early May	Enrollment for fall 2016 Academy Online courses opens
May 2 - 13	Advanced Placement (AP) exams
June 1	Tentative last day for students

Registration & Enrollment Process

Your first step in registering for one of the courses listed in the current Course Catalog is to choose the option that works best for you:

- Option 1: Go to www.asd2o.org/aohs, and click **Apply & Enroll**. Then, complete the Course Enrollment Request form to indicate your interest in a course and to reserve an open seat. AOHS will facilitate communication between you and your school counselor to complete the full application.
- Option 2: Meet with your school counselor to complete the full application with course selection.

Preferably, your school counselor will submit send the completed application to us; however, you can also drop it off or send it to us yourself. Our office will be in contact with you about your enrollment status. You won't be officially enrolled in the course until we receive your completed application, due by the first day of school.

Make sure to complete your registration by the enrollment deadline.

Starting Your Course

1. After confirming enrollment, we will provide you with course details.
2. Just before the course begins, we will give you instructions to complete a required online course orientation; this orientation ensures you can access and use all the course tools that are at your disposal.
3. Your teacher(s) will be in contact with you about specifics for the course, dual credit options (if applicable), AP exams (if applicable), and so on.

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 (combined primary school and Academy Online).
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 course	Many 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 course	Many 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.

Dual Credit

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. 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, they will have a University of Colorado college transcript that functions just as though they completed the course on the university's campus.

Important

- Students must receive a passing grade for college credit to be obtained; however, students must remember that all grades become part of a student's permanent college transcript and will impact a student's overall college GPA and ability to enroll in a four-year college. The University of Colorado considers any grade lower than a C to indicate the student is not in good academic standing and may be subject to penalties/academic probation as determined by college policy.
- Any student who applies for college credit but **does not pass the course** and does not withdraw before the college withdrawal deadline must **repay the tuition that is otherwise paid by D2o**. For UCCS, this amounts to \$81 for a three credit course and \$133 for a four credit course. For CU Denver, this amounts to \$150 for a three credit course and \$225 for a four credit course.
- 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.
- Availability of college credit depends on the course.

Refer to our Course Catalog for specific course-related information.

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>

Frequently Asked Questions

About the Courses

How do I participate in classes, and what are the attendance expectations?

Academy Online students are expected to attend and participate in their online courses at least as fully as they would attend and participate in a traditional classroom course (an average of 70 minutes per class, per day with homework equivalents). Participation in courses often consists of contributing to discussions, turning in assignments on time, asking questions, responding to communications, joining synchronous sessions, and so on, as directed by the teacher. For state reporting requirements, **students in courses that are active October 1 must log in and complete the October 1 assignment.** Some courses have in-person class meetings when your attendance is required; absences for these class meetings are noted in the same way as if you were absent from one of your traditional classes at your high school, and consequences for unexcused absences follow your high school's policy.

For more information on specific attendance policies, see the Academy Online High School – Supplemental Program Student Handbook. Students who are frequently absent from their courses (whether by lack of participation in online components or absences from in-person meetings) may be phased back into their in-building classes for direct real-time, in-person, building-based interventions.

Can I complete the course at my own pace?

Generally, no. Academy Online courses are teacher-directed with posted deadlines for assignments (usually weekly). Some courses also have in-person meetings, so it's important that students have reached a certain level of learning in order to be fully engaged. While some courses may run at an intensive or condensed pace, semester deadlines for course completion apply. Academy Online does not grant Incompletes.

How many courses can I take?

Generally, students who take Academy Online courses obtain a release period during their primary school schedule; they might not take a study hall or other elective class in order to maintain a typical total course load of 7-8 credits per semester. A student's total number of courses per semester cannot exceed 8 without incurring a fee of \$250 for each course over 8. Decisions about course loads and schedules should be made between the student, parents, and school counselor.

Do these courses meet HEAR and NCAA requirements? What about general graduation requirements?

Our courses meet the same HEAR and NCAA requirements as published by the district list of active courses. See our Course Catalog for details on which courses specifically meet Higher Education Admission (HEAR) guidelines and NCAA requirements. The student's full time school determines the type of credit to which the course applies (for instance, "core elective" or "unrestricted elective).

Can I go to the Academy Online campus to work on my courses? What if I need help?

The Academy Online campus has computers available to you during the hours of 8am and 4pm Monday through Thursday. Limited support of teachers is provided. Students are encouraged to access their primary school library and, if necessary, schedule in-person meetings with their

individual teachers. Contact information for all Academy Online teachers is posted to the course home page, and teachers welcome communication from students anytime students have questions, need help, have ideas, or just want to check in.

Are courses open to all students in grades 9-12?

Consult the Course Catalog for grade requirements and other pre-requisite requirements for each courses. Many of our courses are available to students in all high school grades. For courses articulated with the college, 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.

About Registering, Policies, & Records

Can I be a full time student with the Extended Studies program?

No. The Extended Studies at Academy Online program is available to students who retain full time enrollment at another school. We do not have the infrastructure and staff to be able to meet the range of needs for full time students.

Does it cost anything to take a class?

See the table of course costs on page 8.

Do I have to take state and district assessments?

You won't take the state and district assessments through Academy Online, but as directed by your primary school. Your Academy Online teacher has access to your assessment data, and may use it to guide instruction or evaluate a program or curriculum.

Will this course count toward my GPA?

Yes. Any course you take through Academy Online will appear in Infinite Campus as well as become part of your high school transcript and factor into your cumulative grade point average.

Do I have to be a D20 student to take a course?

No, but currently your family does have to hold residency in Colorado. Students outside of District 20 can enroll in our classes on an open seat, tuition basis. The student or the district of full time enrollment pays the tuition of \$250 per course per student.

Can I take a course for credit recovery?

Extended Studies at Academy Online courses are not for credit recovery purposes. Students who have failed an in-building class are unable to take the same course with us. We will refer them to the district's credit recovery office.

About Dual College Credit

Do I have sign up for dual college credit?

We strongly encourage you to sign up for college credit because of the low tuition costs, the transferability of credit to many colleges and universities, and because you are completing college-level curriculum; however, you do not have to apply for dual credit.

If I don't sign up for college credit, is the course curriculum adjusted?

Not usually. Each of our courses is an approved college-level course; the curriculum and expectations for students—whether signing up for the opportunity to earn college credit or not—are generally same, with teacher discretion as to differentiation and personalization for students as part of the normal learning environment. Sometimes, a teacher may have an additional requirement or expectation for students seeking college credit, and they will note this in their course.

How do I sign up for dual college credit?

Your teacher or the Extended Studies at Academy Online program coordinator will help you sign up for college credit. Once you sign up, you'll pay tuition fees and register through the University of Colorado system.

If I sign up for college credit through dual enrollment, do I get a separate grade and transcript?

Your teacher submits grades to the university granting credit for the course; refer to the teacher's policies on grading and dual credit requirements. You will have a corresponding university transcript and university records that function just as though you were a student attending class on that campus. Processes for transferring credit to another college or university are the same as if you were a student enrolled at that credit-issuing campus.

What grade do I need to earn in order to get college credit?

You can earn college credit with a passing grade; however, the University of Colorado system only recognizes grades of C and above as evidence of a student being in good academic standing. This means it is really important for students to earn at least a C in the course if they are applying for college credit when available. We strongly recommend that students withdraw from the class by the deadline set by the college if the grade becomes a concern.

About Academy Online

What support systems are in place at Academy Online?

In addition to the support of your teacher, the Academy Online High School – Supplemental Program operates under the Academy Online High School umbrella, with the support of a principal and a program coordinator. Students also have the support of their primary school counselors and special services staff to include TAG coordinators, special education teachers, interventionists, and so on.

Why do students choose to take an Extended Studies at Academy Online course?

We think our program offers opportunities students can get just anywhere! We're innovative, dedicated, and committed to student success! In short, 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
- **D2o teacher support:** All of our courses are taught by instructors who also teach for another D2o school

Checklist for Students

- If you are a D2o high school student, meet with your high school counselor about enrolling in a course, or complete our online course enrollment interest form at www.asd2o.org/aohs (click Apply & Enroll).
- If you are not a D2o high school student, complete our online course enrollment interest form at www.asd2o.org/aohs (click Apply and Enroll), or contact our office (719.234.1670) about enrolling in a course.
- Complete the Extended Studies at Academy Online – Supplemental Program application with your school counselor.
- Check your email for information about how to get started in the course.
- Sign up for college credit, if desired, and pay tuition fees by the deadline.
- If applicable, sign up for the AP exam and pay exam fees by the deadline.
- Do your best in the course!

Academy Online Handbook of Students' Rights and Responsibilities and Annual Notifications to Parents

[Click here to access the Academy Online High School Handbook of Students' Rights and Responsibilities and Annual Notifications to Parents](#)

This document is provided as a resource to Academy District 20's parents and students. Readers should be aware that much of this information is in summary form. Current policies in their entirety, including revisions which may have occurred after publication of this document, are available on the district website at <http://www.boarddocs.com/co/asd20/Board.nsf/Public>. Policies may also be reviewed at the Education and Administration Center of Academy District 20 located at 1110 Chapel Hills Drive. A printed copy of the Handbook of Students' Rights and Responsibilities and Annual Notifications to Parents may be requested at no cost in the administrative office of any school or by calling the Director for Legal Relations at 234-1200. Policies are subject to change as necessary at any time during the school year. Students are expected to be knowledgeable about and comply with district and school policies, including ones which may not be included in this publication but are on the website.

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. 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

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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 1 (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 1) 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.

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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 20Alert 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.

Enrolling, Dropping, Withdrawing, and Changing Schedules

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

If students need to drop or withdrawal 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.

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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.

Extended Studies at Academy Online courses are not for credit recovery purposes. Students who have failed an in-building class are unable to take the same course with us. We will refer them to the district's credit recovery office.

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 most 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. Full time Academy Online students will take state and district assessments at the Academy Online offices.

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

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- 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 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.