

## Extended Studies at Academy Online Responsibilities & Commitments

### STUDENTS

- Read, understand, and have the opportunity to ask questions about the Extended Studies policies and procedures, as outlined in the toolkit and handbook.
- Attend scheduled class meetings; commit to course attendance requirements set in the course catalog.
- Complete the course during its start and end dates. Understand that Academy Online does not grant incomplete grades for courses.
- Prepare for the demanding nature of online course work:
  - Log in and work on the course every school day.
  - Meet weekly deadlines.
  - Check email daily; reply to teachers and AOHS staff. Communicate regularly.
  - Stay organized with a scheduling system.
- Log in on October 1 (first semester students only) and complete the required course work.
- Practice responsible online behavior and respectful online communications.
- Recognize qualities that make a student a “good fit” for the program: timely assignment/homework completion, motivation, reading proficiency, and self-direction. Honestly self-assess readiness to be successful in this program.
- For dual college credit, meet college deadlines and follow college procedures.
- Recognize that there is no guarantee of transferability of University of Colorado credit; college and universities publish their own policies.
- Be honest if you are struggling, and ask for help. EVERYONE struggles from time to time.

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### PARENTS

- Read, understand, and have the opportunity to ask questions about the Extended Studies policies and procedures, as outlined in the toolkit and handbook.
- Help to ensure access to technology for online course work, including a computer with high-speed internet connection, sound and video capabilities.
- Facilitate student attendance at scheduled in person class meetings (if applicable); help students consult the course catalog for specific attendance requirements.
- Monitor the drop deadlines. Courses may be dropped without academic (WF)/financial penalty (\$250 per course) before published deadlines if the student transfers to an in-building course.
- Ensure student logs in and completes the required course work on October 1 (first semester enrollments).
- Recognize qualities that make a student a “good fit” for the program: timely assignment/homework completion, motivation, reading proficiency, and self-direction.
- Help student navigate earning dual college credit by meeting college deadlines, following college procedures, and paying tuition, as determined by the credit-granting authority.
- Ensure timely payment of applicable course fees, including college tuition for dual credit (optional), AP® exam fees (optional), and other course-specific fees for materials, labs, transportation, and so on, as published in the Course Catalog.
- Understand that there is no guarantee of transferability of University of Colorado credit when earned.
- Support student success by checking grades and asking to see the course in the online course system.

## Extended Studies at Academy Online Responsibilities & Commitments

### TEACHER

- Help students meet learning goals through effective instructional strategies.
- Assess and report student learning.
- Communicate with students about weekly assignments and class requirements, including attendance.
- Communicate with students about dual credit requirements.
- Prepare students for college and career through rigorous, relevant course work that meets or exceeds state standards.
- Update grades weekly.
- Recognize that intervention regarding attendance and performance best helps get students back on track, and reach out to the student's counselor and other building school staff to intervene when necessary.
- Be available to help students with course work.
- Inform parents when a student is failing the course.
- Encourage an honest, best effort from students.
- Ensure D20 policies and procedures are followed.
- Respond to communication within 24 hours, excluding weekends and weekdays in which school is not in session.

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### ACADEMY ONLINE STAFF

- Monitor attendance through online logins, completion of course work, and presence in in-person class meetings. Pursue truancy if attendance requirements are not met.
- Pursue disciplinary action for any inappropriate online communications, inappropriate use of tools, and online bullying, harassment, and/or creating content as another person.
- Review student enrollment status, based on evidence that the student is doing his/her best.
- Archive digital communications to support student demonstrations of learning and participation.
- Help students navigate University procedures for earning dual college credit.
- Communicate about AP exams where applicable, and administer exams.