Student Handbook

Edgenuity Virtual Academy's policy is not to discriminate on any grounds including the basis of gender, race, color, religion, national or ethnic origin, disability, or sexual orientation. This same policy applies to students enrolling and participating in Edgenuity Virtual Academy. The criteria for admission to a program or course shall not have the effect of restricting access by persons of a particular race, ethnicity, national origin, gender, disability, or marital status. Services will be available equally to all students who participate in the program. We will not tolerate any deviations from the policy by faculty, students, parents or others who participate in the program. If you feel that some form of discrimination has been directed toward you or another in any online forum, or other method, it is your right to contact the administrator in charge.

Edgenuity Inc. reserves the right to repeal, change, or amend this Student Handbook and its policies at any time.

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Edgenuity Virtual Academy
8860 E Chaparral Rd
Suite 100
Scottsdale, AZ 85250

Support

Technical Support: 888-866-4989 option 1

> Available 7 days a week

> customersupport@edgenuity.com

Admissions and Registrar: 888-866-4989 option 3

> Available Monday-Friday 9am-7pm EST

> admissions@edgenuity.com

Concept coaching: 888-866-4989 option 2

> Available by chat and phone

> Monday – Saturday 8am-11pm EST

> conceptcoaching@edgenuity.com

Welcome

Welcome to Edgenuity. We are excited you decided to share your educational journey with us. When it comes to an education, we know there are a wide range of options to choose from. We are delighted you chose us, Edgenuity Virtual Academy, an education platform dedicated to providing the best virtual school program possible. Here at Edgenuity, our mission is to:

- Provide a successful student-centered virtual instruction program by using innovative, rigorous, and best-in-class curriculum.
- Deliver exceptional academic support through our proprietary Student Support Model that provides student-centered monitoring, coaching, mentoring, and teaching.
- Empower students to achieve academic goals through flexible hands-on education that builds on strengths and targets areas in need of improvement.
- Employ the best-in-class client services and technology tools in order to provide accountability, accessibility, and involvement for all key stakeholders – students, instructors, administrators, and parents.
- Innovate and improve by using data-driven resources to monitor, obtain feedback, and re-evaluate all levels of service on a consistent basis.

Handbook Objectives

This student handbook is intended to assist students on their academic journey through Edgenuity online courses. This guide includes the following:

- Overview of the School
- Student Support Services
- Student Expectations for Success
- Academic Guidelines and Policies
- Getting Started: Technical Guide to Your Course and Classroom
- Frequently Asked Questions

Table of Contents

School Overview

What We Offer

Edgenuity offers e-learning courses for individual students, as well as public, charter, and private institutions. Our online, blended, learning environment gives students the course content they want along with the one-on-one support they need.

What Makes Us Great

A deep-rooted commitment to learning drives Edgenuity to provide:

- World-class academic support
- Detailed performance reports
- Nationally recognized accreditation

EXCEPTIONAL ACADEMIC SUPPORT

We are here to help our student's succeed. When a student joins Edgenuity Virtual Academy they immediately receive support through monitoring, mentoring, coaching and teaching to ensure student success on multiple levels. Our student support services are available to assist students both quickly and effectively with any questions or concerns they may have in the online classroom.

Detailed progress reports can provide an individual student performance report to monitor progress in the virtual classroom and targeted course completion dates. Having access to this information helps keep students on track for graduation

MEMBERSHIPS AND ACCREDITATIONS

Edgenuity is accredited through the AdvancED®. The credits you earn through Edgenuity Virtual Academy are widely accepted by high schools, colleges, and universities, allowing you to easily transfer credits or graduate with a recognized diploma.

The Edgenuity Difference

REDEFINING STUDENT ENGAGEMENT AND ACHIEVEMENT

Instructional Services offers an engaging, content-rich curriculum that can be customized to meet the unique needs of your students. Rolling enrollment gives students access to as few or as many courses as you need, whenever the courses are needed. Students receive support from their academic team ensuring they have everything needed to be successful. As a student you also have access to track your course progress and grades.
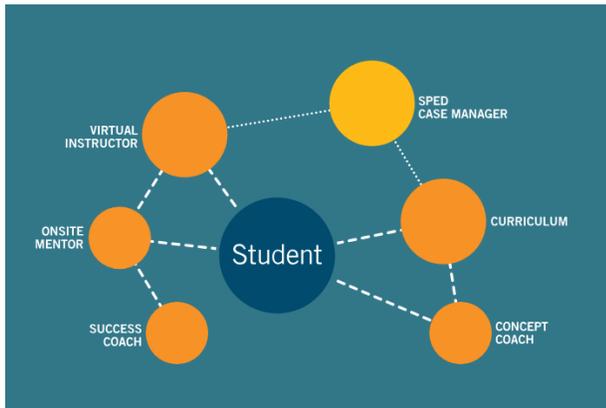
AWARD WINNING

Edgenuity offers over 300 courses for initial credit, credit recovery, general and career electives, world languages, Advanced Placement®, and dual credit.

PROACTIVE TEACHER COMMUNICATION

Our virtual instructors use real-time data to communicate with students, families, and school mentors. Teachers reach out to students via email, phone, and web conferencing to reteach difficult concepts and ensure students are on track for success.

NCAA APPROVED

Edgenuity's core curriculum and instructional model have been reviewed and approved by the NCAA® to ensure student athletes are college ready.

Student Support Services

Edgenuity Virtual Academy uses a multi-level approach to guide you on your academic journey. This model allows students to have continuous support through coaches and instructors.

Virtual Teacher provides core instruction and application of new skills through Edgenuity curriculum. This occurs through student-teacher one to one meetings, online group activities, threaded discussions, and other communications.

Concept coaches provide additional coaching through re-teaching and direct intervention when you are having difficulty mastering your course content. ed assessments.

The multi-tiered Support Model consists of three key components.
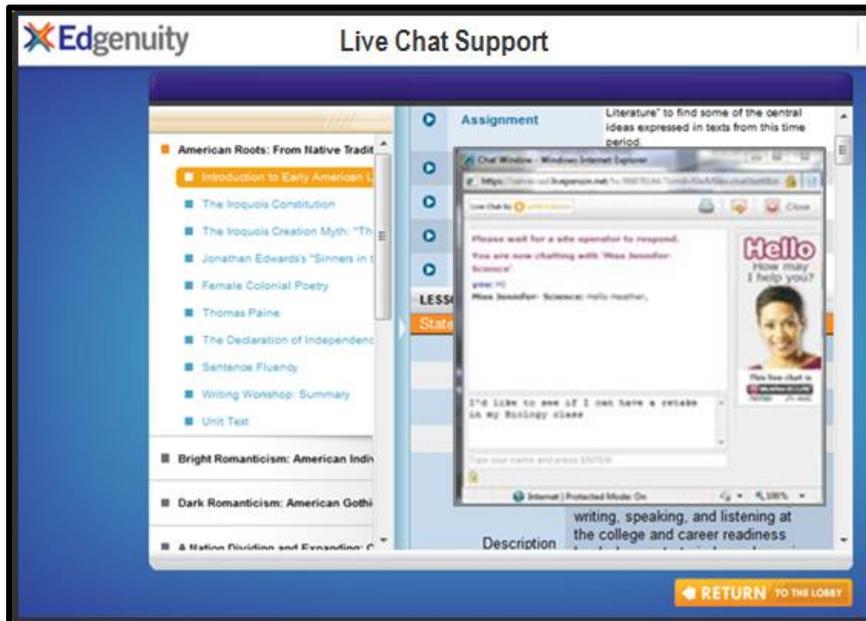

Figure 1.3: Live Chat Support
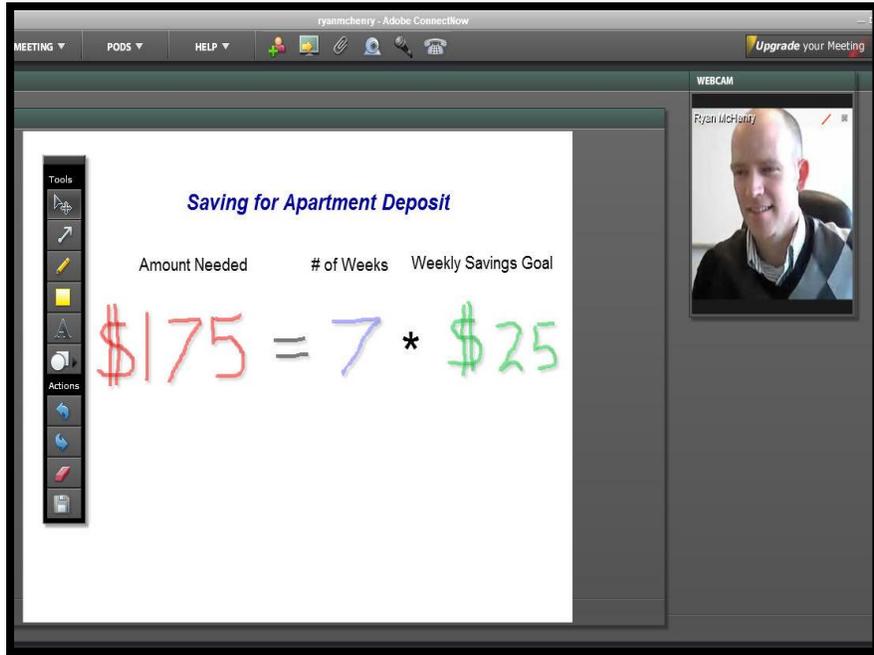
Figure 1.4: Whiteboard Session

Support through Dashboard Messaging! Check your messages, find out who your mentors are, and reach out to your instructors regularly!

Student Expectations for Success

REQUIREMENTS FOR SUCCESSFUL ONLINE LEARNING

Our main objective is for students to find success with online learning and in the Edgenuity virtual classroom. There are many strategies for success and the information below outlines different guidelines, skills and tips to help you along the way.

To prepare for a successful online learning experience, you should:

- Commit to working on your courses on a regular basis.
- Schedule specific days and times as "school work" time.
- Use the Assignment Calendar and Progress Reports as your measure of course completion.
- Make frequent contact with your Virtual Instructors when you need help progressing through your course.
- Ask for help when you need it. Concept Coaches are available to clarify subject matter.
- Attend all group discussions and meetings with your Online Instructor.

SPACE, TIME, PRODUCTIVITY

- **Space:** Make sure you have a quiet area in which to work, where you can concentrate and focus, without too many distractions.
- **Time:** Schedule enough time to complete your daily assignments at a pace that is most effective for you. Make sure to include time to review course work and eNotes before taking assessments. Your grades will be higher if you take the time to review.
- **Productivity:** Stay on task as you work through your courses. Do your best to not get distracted or daydream, as you will miss important course information, which may lead to lower assessment grades. Staying focused and productive will also help ensure that you complete your course on time.

ASSIGNMENT CALENDAR

Your Assignment Calendar identifies the assignments that you should work on each day. The assignments are color-coded so you can easily see your progress in each course you are taking:

- **Green Text**: Assignments you have successfully completed.
- **Blue Text**: Assignments to work on today.
- **Gray Text**: Assignments past due, future assignments, and assignments that have been bypassed by your teacher.

Figure 1.5: Assignment Calendar

SET HIGH EXPECTATIONS FOR YOURSELF

Use the Assignment Calendar to track course work you should complete each day. Setting and achieving daily goals will keep you motivated and determined to succeed.

ASK YOURSELF THESE QUESTIONS EVERYDAY

- What did I learn today?
  - Do you have eNotes that summarize what you learned today? Did you discuss or share your notes with someone to review?
- What did I accomplish today?
  - Are you on track? If not, how do you plan to catch up? Make a commitment to follow the calendar and pacing. Establish goals for tomorrow.
- What did I find challenging today?
  - List out today's challenges. How were you able to overcome these challenges? Did you document how to fix the problem and avoid it in the future? Did you ask for help? What can you do to overcome similar problems in the future?

TIME MANAGEMENT STUDENT AND GOAL SETTING

It is a good strategy to have a plan and schedule to manage your time. This will help you reach your goals. Visualizing goals is important. It is easy to create goals mentally, but it is hard to reach goals unless they are formalized.   A time management plan will help you prioritize properly and avoid missing deadlines. Using your Assignment Calendar, create a formal time management plan that can provide you with a visual display of course obligations. Ensure you are devoting enough time in your day, week, and month to successfully complete all of your course requirements. After some practice, creating a time management plan will be a normal part of your study routine. It is a really great way to reach goals!

COMMUNICATIONS

Although courses are delivered entirely through an online format, course success is dependent upon interaction between students and their academic team. As a student, you are expected to utilize the Live Chat feature within the Virtual Classroom to contact concept coaches as needed. **Use your messaging system to respond regularly to emails sent by your instructor**. Participate in group discussions and message boards as directed by your instructor.

While working on course activities, you may be stopped periodically to review the work you've completed. This allows for supplemental instruction opportunities or tutoring sessions with a concept expert or your virtual instructors before you reach an assessment. It is imperative that you utilize this opportunity and contact the academic team through your messages centers on your dashboard or a Live Chat request as soon as your progress is halted in a course.

STUDENT-TO-STUDENT COMMUNICATION

Communication between you and your virtual instructors is a critical part of the online learning process as we have discussed in the previous section, but communication with your peers is equally as important. The students in your courses are also part of the learning community and by working together you will be able to share your online learning experience. There are various ways to participate in student-to-student communication in your courses:

 Study Hall – each of your teachers has weekly study hall hours and will host an online web study session. All students in the course are encouraged to attend and ask questions and have discussions amongst themselves. Teachers encourage students to help answer other students' questions and provide demonstrations via the web meeting tool.

Group Online Meetings – your teacher may invite you and a group of students to a group study session. This may be a time for the teacher to review or go over some material that the group has struggled with or the teacher may offer some suggestions to enrich your learning.

Collaboration Corner – your teacher may use this tool in your courseware. This is a threaded discussion board, which allows the teacher to post questions, study tips, and links to additional resources. You can participate and provide responses at your convenience and can review all of the responses to the discussion.

We strongly encourage you to participate in student-to-student communication in your courses; it will help make your online learning experience more engaging and fun. Please be sure to follow the Netiquette Top 5 Guidelines in all your online communications.

STUDENT TO INSTRUCTOR COMMUNICATION

You are required to have weekly two-way communication with your instructor. This can be in the form of an email exchange, assignment submittal, or a phone or instant message conversation. Make every effort to

respond quickly to your instructor's communication with you. The standard turnaround times for teacher response are below:

Teacher Communication and Grading Response Policy	
Email	24 hours
Voicemail	24 hours
Teacher graded assignments	72 hours
Teacher graded projects	72 hours
Teacher graded essays	72 hours

WE ARE HERE TO SUPPORT YOU!

Your instructors will contact your family or guardian if you are struggling with your academic workload and the instructor is unable to work out an alternate schedule with you. Signs of struggling include not taking quizzes, missing assignments, lack of participation in class meetings, or failing to maintain communication with the instructor.

If you display a pattern of missed weekly contacts, (for example, your instructor sends emails but you do not reply to them) your instructor will contact your parent/guardian.

If you have any questions about the course or assignments, contact your Online Instructor. You and your parent/guardian will have access to your instructor's email. You can email, phone, IM or visit the virtual classroom during a time designated by your course instructor.

If you have technical difficulties that are preventing you from sending or receiving emails, log onto Live Chat support and request assistance or call 888-866-4989 option 1.

ASK QUESTIONS

It is important that you have an online support group to help you navigate your courses and succeed. Edgenuity has a support team dedicated to assisting you with your online courses. If you should ever need help, you are encouraged to ask for assistance and guidance.

Help!

Everyone needs a little help every now and then.
Use this guide to know where to go when you need it.

If you need help with your **grades, class requirements, or feedback** on your progress: Contact your teacher! **Use the messaging center** from your Dashboard to create and send a message.

If you are awaiting a "**Teacher Review**": Some courses will stop you so an instructor can review your work. You should **contact your teacher by phone or through the messaging center** to ask for a review.
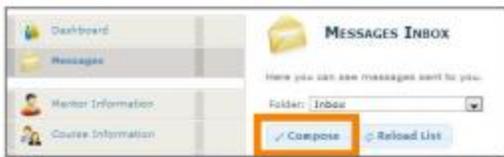
If you need help with concepts in the subject you are studying you can:
Call: 888-866-4989 option 2
Email: conceptcoaching@edgenuity.com
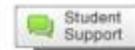
Use your Student Support button and select the subject you need help with! You will be connected to a coach who will immediately provide you support.

If you are having **technical difficulties**: You can either **use your Student Support button** and choose that drop down, or, if you can't log in, **call 877.202.0338.**

The Netiquette Top 5

Netiquette is a set of guidelines that govern good manners on the Internet. Here are several important things to keep in mind when interacting with others online:

Be Smart - Look Smart	People get to know you online through your writing. You are smart, so make sure your writing reflects your intelligence. Follow these rules to look smart online: a) AVOID ALL CAPS AND EXCESSIVE PUNCTUATION!!!!!!!! IT LOOKS LIKE YOU'RE YELLING!!!!!!!!!!!!! b) Rereed threw you're e-mails to check 4 korrekt punktuashun and grammer! Use spell check and grammar check to catch most of the mistakes c) Keep your audience in mind. An informal writing style (full of abbreviations and slang) works well with your friends, but it's not appropriate when writing to teachers, acquaintances or others. When in doubt, use a more formal writing style. You can switch to a more casual style once you get to know someone.
Cyberspace is Face-to-Face	When communicating online, always ask yourself: Would I say these things to this person's face? Don't take advantage of the fact that you're not face-to-face to say things that you wouldn't normally say. One common example of this is to insult someone, and then hastily type "just kidding" afterwards. This behavior is hurtful, and should be avoided.
Treat Others as You Want to Be Treated	Sometimes it's difficult to remember that another human, just like you, is behind the words on your screen. Therefore, before you post anything in a public space, or send an e-mail, ask yourself: How would I feel if I received this message? Is this how I would like to be treated?

	Remember the human behind every message.
Take Ten – Then Send	If you find yourself about to hit the send button on an angry e-mail message, save the e-mail in your drafts folder, and do something else for a little while. After ten minutes, go back and re-read the e-mail. Your words may look and sound much different after you've had a chance to calm down.
	This is true for any communication situation – an IM, a posting on a blog, a Facebook
	Comment; if you're going to treat others as you'd want to be treated, remember to take ten when you're angry or upset.
State Facts as Facts and Opinions as Opinions	When talking online, remember that people often write about their opinion as if it were fact.
	Read and contribute to posts and chats understanding that what's being discussed is opinion. Facts can be contradicted, but everyone is entitled to an opinion.

Academic Guidelines

ACADEMIC INTEGRITY POLICIES AND PROCEDURES

Students enrolled in Edgenuity Virtual Academy courses will adhere to the academic integrity policy outlined below. Any violation of this policy can result in disciplinary action and may jeopardize the student's continuation in the course and the award of academic credit.

STUDENT CODE OF CONDUCT

The following items constitute the Student Code of Conduct policy. These policies are in place to guarantee that our online school is a great place for all students to learn.

- Contribute to a positive and fun learning environment, knowing that what I share and how I participate in class affects my classmates' learning experience
- Take credit for work that is mine and mine alone.
- Use the online systems respectfully and appropriately, knowing they are shared among all my classmates.

ACADEMIC INTEGRITY

Students are expected to conduct themselves in accordance with five fundamental values:

(1) Honesty

(2) Trust

(3) Fairness

(4) Respect

(5) Responsibility

A student who adheres to high standards of academic integrity maintains that all work turned in is his or her own and is based on the knowledge and skills that he or she has acquired.

PLAGIARISM AND CHEATING

Plagiarism is copying or using ideas or words from another person or source such as the Internet or a print source, and passing it off as your own. When in doubt, be sure to cite your resource. Your Online Instructor can help you with proper citing of sources. Be sure to enlist their help! Please be aware that all instructors use technologies to check student work for authenticity. If an instructor confirms that a student has plagiarized work in any manner, the student will be subject to consequences determined by Edgenuity Virtual Academy administration and may be removed from the course with a failing grade.

Cheating on assessments or tests may include copying from another student or using unauthorized materials on the exam. A student found guilty of cheating in examinations or term assignments is also subject to serious academic penalties.

CITING YOUR SOURCES

For more information on fair use, see this link:

http://www.copyright.gov/fls/fl102.html

HARASSMENT AND DISCRIMINATION POLICY

Discrimination and harassment based on race, age, color, religion, national origin, gender, sexual orientation, disability or veteran status are prohibited. Prohibited conduct includes, but is not limited to, derogatory remarks and acts, including slurs, epithets and other verbal, written, graphic or physical conduct of a hostile, intimidating, abusive, degrading, threatening or violent nature. This prohibition shall include harassment perpetrated by or against a student, employee, patron, vendor or associated school individual.

ACTION TAKEN

Students found in violation of any academic integrity policy may be subjected to any and all disciplinary action that may be imposed by the schools policy regarding student behavior.

SEXUAL HARASSMENT

Sexual harassment is a form of sex discrimination that violates the law. Edgenuity Virtual School Services believes that each student and employee should be able to attend school and work in an environment which provides for fair and equitable treatment and is free of discriminatory intimidation based on sex and unwelcome sexual advances.

A. Definition:

Sexual Harassment - Any unwelcome sexual advances, requests for sexual favors, or verbal, physical or other sexually offensive conduct made by anyone on district property or during any district-sponsored event when:

1. Submission to the conduct is either explicitly or implicitly a term or condition of an individual's education or employment;
2. Submission to or the rejection of such conduct by an individual is used as a basis for educational or employment decisions affecting that individual; and/or
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's educational or work performance or creating an intimidating, hostile or offensive educational or work environment.

Examples of acts of sexual harassment, which shall not be tolerated, include, but are not limited to:

1. Written: Sexually suggestive or obscene letters, notes, invitations, and graffiti.
2. Verbal: Sexually derogatory comments, epithets, slurs, degrading jokes, "teasing," "kidding," double meanings, demeaning comments about a person of a particular sex, solicitation of sexual favors or attention.
3. Physical: Unwelcome touching of an individual, such as pinching, hugging, patting, repeated brushing against an individual's body, pulling at clothing, blocking one's passage.
4. Visual: Sexually oriented gestures, displaying sexually suggestive or derogatory objects, pictures, magazines, cartoons, or posters.
5. Any other action that emphasizes the vulnerability of the victim specifically because of gender.

B. Prohibition:

Sexual harassment will not be permitted or tolerated. This policy is applicable to all students, employees, non-employees, and any other associated individual(s).

C. Action to be taken:

Students who sexually harass shall be subject to any and all disciplinary action that may be imposed by the school's policy regarding student behavior.

D. Retaliation:

Retaliation shall not be permitted against an individual who complains of sexual harassment, anyone who testifies on behalf of the complainant, or anyone who assists or participates in an investigation or proceeding conducted under this policy.

ATTENDANCE POLICY

In order for students to achieve academic success in an online learning environment, they must attend class, participate in class, and master the content. At Edgenuity Virtual Academy, every effort is made to provide an online learning environment that promotes successful learning and course completion. As such, Edgenuity Virtual Academy utilizes the following tools and resources and with the following policies and procedures.

Edgenuity Virtual School Services monitors student attendance within the Virtual Classroom through the Student Information System. This information is available to students and parents. Edgenuity Virtual School Services also has the ability to compile reports and upload student data to the State directly.

ACCEPTABLE USE POLICY

The operation of the Edgenuity network relies upon the proper conduct of all students, who must adhere to strict guidelines.

1. All use of the system must be in support of education and research and consistent with the mission of Edgenuity Virtual School Services. Edgenuity Virtual School Services reserves the right to prioritize use and access to the system. Any use of the system must be in conformity to state and federal law, network provider policies and licenses, and Edgenuity policy.
2. No use of the system shall serve to disrupt the operation of the system by others; system components including hardware or software shall not be destroyed, modified, or abused in any way. Malicious use of the system to develop programs that harass other users or gain unauthorized access to any computer or computing system and/or damage the components of a computer or computing system is prohibited.
3. Students are responsible for the appropriateness and content of material they transmit or publish on the system. Hate mail, harassment, discriminatory remarks, or other antisocial behaviors are expressly prohibited. Nor is the system to be used to access or publish information potentially endangering the public(e.g. bomb construction or drug manufacturing) or an individual. Use of the system to access, store, or distribute obscene or pornographic material is prohibited.
4. System accounts are to be used only by the authorized owner of the account for the authorized purpose. Users may not share their account or password with another person or leave an open file or session unattended or unsupervised. Account owners are ultimately responsible for all activity under their account. Users shall not seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users, or misrepresent other users on the system, or attempt to gain unauthorized access to the system.
5. Personal information such as addresses and telephone numbers should remain confidential when communicating on the system. Students should never reveal such information without permission from a parent/guardian. Students should never make appointments to meet people in person that they have contacted on the system without knowledge and permission from a parent/guardian.
6. Students should notify their instructor or an Edgenuity Virtual School Services' representative if they come across information or messages that are dangerous, inappropriate or make them feel uncomfortable.
7. The unauthorized installation, use, storage, or distribution of copyrighted software or materials on Edgenuity Virtual School Services' network is prohibited.

ACADEMIC INTEGRITY ESCALATION PROCESS*

If you are found violating policies regarding academic integrity, plagiarism, harassment, or student code of conduct, you will be subject to our formal Student Academic Escalation Policy which may include the following:

First Offense: You will be notified of the violation and will meet with a Virtual Instructor to discuss the violation. Policies may be reviewed and clarified for future understanding. The offense will be documented on the student's record.

Second Offense: If you are found in violation a 2nd time, the following may be implemented at the discretion of the Online Instructor:

- Permanent notation on academic record
- A formal letter may be sent to parents
- Essay or assignment related to offense
- Formal review and acknowledgements of all academic policies

Third Offense: If you are found violating school polices a 3rd time you may be subject to suspension and/or expulsion.

*Escalation is based on the severity of offense violation and subject to behavioral review. Actions which violate state or federal law will be prosecuted accordingly.

ACCOMMODATIONS

Edgenuity Virtual Academy promotes an environment and culture that embraces diversity, fairness, and concern for the success of all students and faculty members. Edgenuity Virtual Academy provides accommodations in courses, course content, assignments, testing, grading, and academic support for students with an IEP or 504 plan. Appropriate accommodations are implemented upon receipt and review of a current copy of the student's IEP or 504 plan. In addition to individualized accommodations, the Edgenuity Virtual School Services team utilizes the Edgenuity courses that are designed to provide many interventions that are commonly required in a Response to Intervention plan. Common interventions and accommodations include:

- Monitoring of individual student progress by teacher, facilitator, and parent
- Personalized, descriptive, and immediate feedback for student work
- Opportunities for differentiated instruction based on a variety of learning styles
- One-on-one access to the teacher
- Additional time for completion of course activities and assessments
- Lecture notes provided in advance
- Allowing notes on exams, assignments or both
- Frequent breaks and save and exit options
- Adjustment of lesson proficiency level thresholds IEP specified grading scale
- Creation of detailed Student Learning Plan
- Individualized academic support procedures

Edgenuity Virtual Academy supports the goals of the *Every Student Succeeds Act (ESSA)*: raising student achievement and closing achievement gaps. ESSA emphasizes accountability, parent involvement, highly qualified teachers, and research-based teaching methods. For more information on the laws and regulations, please visit *www.ed.gov/esea*

PRIVACY POLICY - FERPA

Edgenuity upholds a commitment to safeguard students' personal information and complies with the Family Educational Rights and Privacy Act (FERPA) regulations. School personnel undergo training on students' privacy rights and associated regulations. Edgenuity Virtual Academy promotes responsible data stewardship by establishing policies, procedures, and training to ensure that student information is collected, maintained, used and disseminated in a way that respects privacy, and ensures confidentiality and security.

Edgenuity's Privacy Policy can be viewed at https://www.edgenuity.com/privacy-policy/

Edgenuity Virtual Academy does not produce or disclose a public student directory and therefore does not contact parents and eligible students regarding such a directory.

FOREIGN TRANSCRIPTS

This describes a transcript produced in any language other than English. Such transcripts will usually list the years attended, courses taken, grades earned, credits awarded, other comments or information. If this transcript is from an American school overseas (Department of Defense School, a Mission School, an English speaking country, or other US related school), the document will generally be written in English.

Edgenuity Virtual Academy is not equipped to translate transcripts in languages other than English. We refer families and students to commercial records and document translators

ACCEPTANCE OF HIGH SCHOOL TRANSFER CREDIT

Students transferring into Edgenuity Virtual Academy from another school, private or public, or an alternative school may receive credit toward graduation for courses successfully completed from an accredited transferring school.

Recognized regional accrediting agencies:

- Middle States Association of Colleges and Schools
- New England Association of Schools and Colleges
- North Central Association of Colleges and Schools
- Northwest Accreditation Commission
- Western Association of Schools and Colleges
- Southern Association of Colleges and Schools
- AdvancED®

Students transferring into Edgenuity Virtual Academy from a non-public school not accredited by the above specified regional accrediting agencies or from a home school may receive credit toward graduation based upon individual course/program evaluation. Any potential credit acceptance or credit award will be at the discretion of the Edgenuity Individual course/program review may include but is not limited to:

- Evaluation of course curriculum including objectives, goals, expected student outcomes and description of how student was assessed
- Attendance records and grade book reports
- Student work portfolio including homework assignment, quizzes, projects, and course exams
- Program evaluation including teacher credentials, program type, and school policies and procedures. Validation by Competency testing

GRADE LEVEL ADVANCEMENT

Edgenuity Virtual Academy is a flexible program that is not based on the standard school year, but at times

students discover that they need to be identified with a particular class or grade level. The following describes how we determine each student's "grade level".

- To be considered a Freshman (9th grade), students must present a certificate of completion from an accredited middle school, standard test scores, or an approved 8th grade home school portfolio.
- To be considered a Sophomore (10th grade), students must have successfully completed 6 credits (passing grades), at least one credit from English, Math, and Science.
- To be considered a Junior (11th grade), students must have successfully completed 12 credits, two of which must be English and Math, and at least one credit in Science and Social Studies.
- To be considered a Senior (12th grade), students must have successfully completed 18 credits.

GRADING

Your online grade book will display points earned and points possible, as well as percentage grades. You and your parent(s)/guardian(s) can access and check your online grade book at any time.

To receive credit for a course, students must complete all lessons, examinations, and assignments as required. After all course requirements have been reviewed, students will receive a final grade, based on the following grading scale:

GRADING SCALE

94-100	A	74-76.9	C
90-93.9	A-	70-73.9	C-
87-89.9	B+	67-69.9	D+
84-86.9	B	64-66.9	D
80-83.9	B-	60-63.9	D-
77-79.9	C+	0-59.9	F

Grade Point Average (GPA) The grade point average is based on a 4-point scale.

GRADE DISPUTE POLICY

If a student believes a grade is incorrectly calculated or unfair, the student may appeal the grade. The student should speak with the teacher who gave them the grade to make sure the student understands how the grade was earned / calculated. If this conversation resolves the dispute, the process ends here. If the student disagrees with the grade, the student should contact admissions@edgenuity.com and request a formal appeal and review of the class assignments and grades. Grade appeals must be filed within 3 months of the student receiving the disputed grade.

Graduation Requirements

Fulltime students that are enrolled directly with Edgenuity Virtual Academy outside of a partner school/district may qualify for graduation by completing the 24 Credit graduation requirements. A student must complete a minimum of 6 credits from Edgenuity Virtual Academy to be eligible for an Edgenuity Virtual Academy Diploma. See Figure 1.6 for a sample Course Plan page.

COURSE PLAN

Here you can track the student's path towards graduation.

Summary

Department	Needed	Earned	Current	Planned	Missing
Arts	2	0	0	0	2.00
Electives	2	0.5	0	0	1.50
Foreign Language	3	0.5	0.5	0	2.00
Language Arts	2.5	0	0.5	0	2.00
Math	4	2	0.5	0.5	1.00
Science	4	0	0	0	4.00
Social Studies	3	0	0.5	0	2.50

Course Plan

There are 4 courses planned for this student:

Course	Semester	PlannedBy
Algebra 2	Summer 2009	Admin, Admin
Anthropology	Summer 2009	Admin, Admin
AP Biology	Summer 2009	Admin, Admin
AP Psychology	Fall 2009	Registrar, Mary

Figure 1.6: Student Course Plan

REPLACEMENT DIPLOMA

Students may request a replacement diploma for a fee of $65.00, payable by check or credit card. The replacement diploma will list the original graduation date and will be signed by the current school administration.

Technical Information: Getting Started

Students will receive notification by email when they are enrolled in the system. This introductory email will include the student's login username and password along with the system URL. In addition, general program guidelines and a student guide will be provided.

When logging in for the first time, the student will participate in an orientation presentation that may include a video along with some specific activities. This orientation prepares the student for the various lesson activities and the expectations for successful completion.

Online Instructors will make initial contact with the student to establish goals and set benchmarks for student progress.

To fully participate in the Edgenuity Online program, students will need to ensure that they meet certain technical requirements.

PLEASE VISIT THIS PDF FOR MORE INFORMATION:

https://www.edgenuity.com/techsupportdocs/edgenuity_techinstallguide.pdf

Edgenuity Minimum System Requirements: User Workstations

Edgenuity Minimum System Requirements

Operating Systems [1]

- Android™ 5.0+
- Apple iOS 10.3+
- Mac® OS X® 10.9+
- Chrome™ OS™ 57+
- Windows® 7, 8, 10
- Windows RT

Browsers

- Chrome 58+
- Firefox® 53+
- Safari® 9.0+
- Internet Explorer® 11
- Microsoft® Edge

Processor

- **Processor:** 2.33 GHz AMD® -or- Intel® 1.33 GHz
- **Memory:** 1+ GB RAM

Network / Speed Connection [2]

- LAN 100/1000 switched to desktop
- Internet access of 384 kbps per concurrent user
- Wi-Fi with 54 mbps access points or better

Sound [3]

- OS supported sound card
- Microphone, Speakers or Headsets

Plug-Ins [4]

- Adobe® Flash® Player 18+

Example Mobile Devices [5]

Android:	Chromebook:	iPad:
Google™ Pixel C	Acer® Chromebook 15 C910	iPad® 4
Samsung™ Galaxy Tab® 3	Dell™ Chromebook 11	iPad mini™
Dell Venue 10 7000	Chromebook Pixel™	iPad Pro™

Mobile Data Requirements

Access to an Edgenuity Media Appliance is unavailable over a mobile data connection. Mobile data usage will average 110 MB per lesson. Semester courses consist of approximately 40-50 lessons.

Activity Type	Bandwidth Average	Bandwidth Peak	Average Download per Activity
Vocabulary	40 kbps	480 kbps	2.1 MB
Warm-up	728 kbps	22.4 mbps	11 MB
Instruction	856 kbps	47.5 mbps	73 MB
Online Content	200 kbps	3 mbps	10 MB
Assignment	136 kbps	2.65 mbps	8 MB
Assessment	80 kbps	9.6 mbps	5 MB

PLEASE NOTE:

1 The Android operating system is supported by Edgenuity, but the Android browser is not. Android users should download and only use the Chrome browser to access Edgenuity.

2 Slow Internet connections will affect the performance of multimedia elements found in the Edgenuity courses. Recommended workstation Internet access speeds are based on use of an Edgenuity Media Appliance.

3 Students will need access to audio capabilities including microphones, speakers and/or headsets.

4 Content within Middlebury PowerSpeak World Languages courses rely upon Adobe Flash. Edgenuity Courseware does not require this plug-in. Adobe Flash is required when using desktop and laptop workstations. Adobe Flash is not supported on mobile devices.

5 Example mobile devices listed above have been tested to be functional when using Edgenuity. Devices not listed may be used providing they meet the minimum requirements. Smart phone and smart watch devices are not supported by Edgenuity.

Frequently Asked Questions

1. Will I be enrolled in all the courses I need to graduate?

    a. No, when you first enroll, you will initially only be enrolled in 2-3 classes to get you started. As courses are completed, subsequent courses can be added based on your payment option.

2. How many hours are 0.5 credit courses? Full Credit?

    a. A 0.5 credit course is typically 60 hours and a full credit course is typically 120 hours.

3. Can my student be concurrently enrolled in another school while attending your program?

    a. If a student is still enrolled in another school, we do allow the student to concurrently take courses through our program. However, if the student is planning on transferring the credits earned through Edgenuity to his/her school, the parent should call the student's school to determine if they will accept credits from our school if they are concurrently enrolled.

4. Will any school accept transfer credits from your school?

    a. We are accredited through AdvancED. Most public schools should accept our credits as transfer credits. However please always check with the receiving school to ensure credits will transfer.

5. Are your courses approved by the NCAA?

    a. Edgenuity Virtual Academy is NCAA approved as a school and the Edgenuity curriculum is also NCAA approved.

6. What should I do if I received a low score on a homework assignment?

    a. Use the student support button located inside your course to speak with a concept coach regarding lesson mastery, or reach out to your Virtual Instructor.

7. I am having technical problems with the program. What should I do?

    a. Check the required plugins. Go to the Organizer under Resources you can review the plugins status or call 888-866-4989 option 1 to speak to technical support.

8. Can I use notes on a quiz or test?

    a. Yes notes are permitted on quizzes and tests.

9. Is tutoring provided?

    a. Yes. We call it concept coaching. Students must have notes and a specific question in order to receive the concept coaching.

10. Why am I getting a message saying "a teacher needs to review my work before I can take the test"?

    a. Topic Tests are a checkpoint in which your course work is reviewed by an online instructor before taking the test. Please reach out to your Virtual Instructor if you are stopped for any reason.

11. Does pretesting count as an attempt?

    a. Yes, pretesting counts as a quiz attempt.

12. How much work should my student be completing each day they work on a course?

    a. The average student can complete 7 activities in one hour. Plan on working at least 1 hour per day per course or at least 5-7 hours per week per course. Each student is different so you may spend less or more time depending on your pace and lesson mastery.

13. How long should I be working on my class each day?

      a. Each class has a different amount of activities; the time spent working on courses should be based on completing the day's activities scheduled in your assignment calendar.

14. What are your Hours? And are you open weekends?

      a. Mon-Sat 8:00am-11:00pm EST

15. As a parent/guardian - how can I check my student's progress?

      a. Each week a progress report can be set up to automatically be emailed to the parent/guardian email address. Also, we can provide parents/guardians with access to a portal to monitor progress and attendance daily.