



Online Learning

School Year 2018-19

Student and Parent Handbook for Education Planning

Eagle County School District

World Academy Online School

Student and Parent Handbook for Educational Planning

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Red Canyon High School
1002 Miller Ranch Rd
Edwards, CO
Monday – Thursday
8:30 – 12:10

Red Canyon High School
139 Broadway Street
Eagle, CO
Mondays -Thursday
8:30 – 12:10

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What is World Academy?

Welcome to World Academy Online School! World Academy is a Kindergarten through 12th grade online program that aims to provide students who are looking for a unique learning path with a self-paced, challenging core content curriculum. Many children simply cannot get the focused and flexible learning they need in a traditional classroom setting. World Academy provides engaging content, individualized learning plans, and instructional coaches, delivered through cutting-edge technology and old-fashioned human interaction.

World Academy partners with the companies **K12 Education** for students in K-5th grade and **OdysseyWare** for students 6th-12th.

Learning Labs

To be successful, we recommend that students apply themselves about 5 hours per course per week. This will help them to stay on track until they get a feel for the program and the time that needs to be dedicated for success. The best part is that the learning moves at the pace that the students do. It doesn't move on if you miss a day and it never slows you down.

World Academy has two learning labs available for students and attendance is expected.

Learning labs have a licensed teacher on-site to provide guidance to World Academy K-12 students. World Academy follows the same calendar as Eagle County School District high schools. Please check our district-wide calendar at our Eagle County Schools website.

Expectations

From our experience, we know the value of the learning labs and their connection to student success. Students are expected to make frequent check-ins with their teachers and counselor for support in the program. When students come to the learning lab, we want their time to be productive and meaningful. Students are encouraged to ask for help and build relationships with their teachers as well as other students. However, the purpose of the each lab is to be a beneficial learning environment that supports the needs of different types of learners. Students are welcome to bring headphones to listen to music, and technology such as cell phones need to be used responsibly. As we do not follow a formal bell schedule, students are encouraged to take brief breaks when needed (sign out with instructor). We ask that students are respectful of each other and schools with whom we share space and keep learning as your focus.

Attendance will be tracked weekly and updated in PowerSchool. Students failing to log-in over the course of week will be considered absent.

Signing In/Out

Students are expected to sign in and out with the instructor when they are in the learning labs. If a student needs to leave early, we ask parents/guardians to please contact the school.

World Academy's Mission

"Educating Every Student for Success... One Student at a Time."

Accomplishing our Mission:

As a community of educators at World Academy Online School, we will provide a safe "non-traditional" environment, where all students can acquire skills, knowledge, and behaviors necessary to be productive citizens in an ever-changing world.

We prepare students to:

- Be in charge of and apply their academic knowledge
- Set and achieve academic and personal goals
- Communicate effectively
- Respect and work cooperatively with others
- Think critically and be a creative problem solver
- To this mission we commit all of our resource

World Academy Online School Beliefs

- Students will earn a certified high school diploma from World Academy representing the Eagle County School District, which complies with all expectations as set forth by the Eagle County School District and the Board of Education.
- Students will learn core skills in each critical content area such as Reading, Writing, Mathematics, Science, and Social Studies.
- Students will learn the importance of relationships and continual learning.
- Students will experience learning as something useful. Learning is a meaningful task that is relevant; students learn the individual gratification of being in charge of and completing their education. They will experience what happens when you do the work.
- Students will have ownership in their education, the facilities, the programs, and their work.
- Our students will be functional, productive members of society. They will be employable with the tools and skills needed in the workplace. They will possess life skills and knowledge in order to find success in their pursuits.
- Students should and will be able to follow their interests and will be supported in their pursuits of internships and apprenticeship opportunities.

Grade Policy and Schedule Changes

Grade Point Average and Class Rank

World Academy calculates grades for all classes by assigning an A, B, C, D, or F. Grades are figured into the grade point average at the end of each semester. World Academy will calculate GPA grades needed for college entrance and provide class rank.

Grading Scale:

Letter Grade	Number Equivalent	Grade Point Label
A	90-100%	4.0
B	80-89%	3.0
C	70-79%	2.0
D	60-69%	1.0
F	59% and below	0.0

Student Progress

Progress reports are issued every 9 weeks, at the end of each quarter. Report cards are issued at the end of every semester to give students and parents an indication of progress in each course. Official grades are entered onto the transcript at the end of each semester. Teachers can be contacted at school for more information on individual student progress.

Teachers are required to give regular and consistent feedback to students as they complete assignments. This feedback should feed forward and include strengths of student work, as well as areas of improvement.

Teachers are expected to initiate contact with the students when they demonstrate reluctance to begin a new task. At this point the teacher should evaluate if the student is struggling with the content and requires more direct instruction.

Schedule Changes

Families need to contact MaryAnn McGinnis regarding schedule changes.

Incompletes

We do not have incompletes at World Academy. If a class is not complete by the deadline, a NC will be issued and the student will be able to either retake the class or complete credit recovery.

Deadlines

Students are expected to complete assignments before the deadline assigned in the course by the online platform. Any assignment not completed before the deadline will be graded as is.

Unlocking Assignments

Once an assignment is graded, the online system “locks” the assignment. In order for a student to redo the assignment, the student must contact the instructor of the class, explaining why you would like the assignment unlocked. Unlocking assignments is at the instructor’s discretion. Our goal is to ensure students complete the assignments before the due date to stay on pace with

the course.

Credit Recovery Policy

1. It is credit recovery, not grade recovery. The previous grade will remain on your transcript.
2. If you are doing a credit recovery class to recoup credit from a World Academy class, then the original grade will be removed from your GPA calculation, but will remain on your transcript.
3. We are unable to change grades from other schools.
4. To recoup credit from a World Academy class, you will be enrolled in the course again. You will initially take pre-test and the program will assign, based on your score, what you need to complete for the credit recovery.
5. Once the credit recovery class has been passed, it will show up on the transcript as “CR [name of class]” and will show a “P” for pass and the credit.
6. If you choose to complete all of the credit recovery class (e.g. retake the entire class), you will receive the grade on your transcript under “CR [name of class]” and not just a “P” for pass.
7. Once you have completed the credit recovery class and passed, the “F” from the other class will not be counted in your GPA.

Final Grade Calculation

At the end of the semester for 6th-12th graders, and at the end of the year for K-5th graders, the final grade is calculated by: $(\% \text{ complete}/100) \times (\% \text{ grade})$.

Graduation Requirements

In accordance with Eagle County School District policy, to receive a diploma from World Academy Online School, students **MUST** earn a minimum of the following credits to graduate. Each semester class is worth 0.5 credits. For the class of 2021 and later please see the following chart for additional graduation requirements.

English	4 credits
Mathematics	3 credits
Social Studies	2.5 credits
Government	0.5 credits
Science	3 credits
Physical Education	1.5 credits
Health	.5 credits
Electives	10 credits
Total	25 credits

Classes on Transcripts

On World Academy transcripts for 9th-12th grade students, per NCAA requirements, they need to be labeled as “online”. You will see classes written as “online XYZ” class.

PE Logs

Please contact Mary Ann McGinnis for a Physical Education Log and a discussion of acceptable was to earn P.E. hours. For every 60 hours of physical activity you may receive a 0.5 of credit.

Pre-Collegiate Curriculum

The Colorado Commission on Higher Education has established high school requirements for all students entering any of the 14 Colorado, Public, 4-year institutions in order to ensure success in the college setting.

Credits Required for Diploma and College Prep Diploma			
Content	Standard Diploma Credit Requirement	College Prep Diploma Credit Requirement	Notes
English	4	4	Remedial English and reading classes earn elective credit and do not qualify as English credit towards this requirement.
Math	3	3-4*	*Including one year beyond IM3/Algebra 2 and at least three years of HS math credit.
Science	3	3-4*	*Minimum of 2 credits in lab-based science including Biology, Chemistry, or Physics.
Social Studies	3.5*	4	*Includes .5 credit of Civics/Government and .5 credit of Economics.
International Language	1*	2**	* Students can be exempted from this requirement by scoring proficient on a first year final exam for any foreign language. The test-out option does not earn credit. ** Two years of study must be in the same language.
Physical Education	1.5	1.5	<ul style="list-style-type: none"> • .25 credit can be earned per season of high school athletic team sports participation (CHSAA sanctioned) as pass/fail credit. • A maximum of 1.0 credit can be earned through sports participation. • Principals have discretion to approve other activities with comparable criteria as pass/fail credit.
Health	.5	.5	Recommended at the 9 th grade.
Practical Skills	1	1	Includes any of the following courses: <ul style="list-style-type: none"> • CTE (Business, Culinary, Tech) • Career/Tech through CEPA • Visual Art (Art) • Performance Art (Music, Dance) • Internships, work experience • Community Service (at a rate of .5 credit for 60 hrs of pre-approved service).
Prescribed	17.5	19 - 21	Prescribed Credits (listed above)
Choice	7.5	4 - 6	+Students can select any classes
TOTAL	25	25	Total credits required to graduate

Minimum Colorado College and Career Ready Determinations

To earn a diploma approved by the Colorado Department of Education, a student must prove college and career readiness by demonstrating competency in core subjects using criteria established by the Colorado Board of Education.

The state's minimum College and Career Ready Determinations for English and Math are set to match proficiency levels on higher education's cut scores for placement in credit bearing classes, industry certificates, and the military's cut scores for academic consideration for preferred career training. They are designed to be of approximate comparable rigor and will be refined, improved, and added to over time.

Students must demonstrate competency in each content area using any one of the items in the competency demonstration menu for that content area. Students wishing to attend four-year postsecondary institutions will also need to meet the entrance requirements for their institutions of interest.

Competency Demonstration:	English	Math
ACT	18	19
SAT	430	460
ASVAB - preferred AFQT score for career level jobs	31	31
Accuplacer	62 on Reading Comprehension	61 on Elementary Algebra
Concurrent Enrollment College Course	C- or higher	C- or higher
Advanced Placement (AP)	2+	2+
International Baccalaureate (IB)	4+	4+
Verified District Capstone ¹	District Approved	District Approved
ACT WorkKeys – National Career Readiness Certificate	Bronze or Higher	Bronze or Higher

¹ Capstone projects must be proven as: valid, comparable in rigor to the other choices, standardized in their administration, free from outside assistance, credibly judged by a third party and aligned to the standards. Specific rubrics for district use in each subject area will be created and verified among and between high school educators and pertinent, subject-specific industry and college advisors.

Note that the ACT, SAT, AP and college credit determinations are set at the spring 7 thresholds for “no need for remediation” as outlined in the Colorado Commission on Higher Education’s Admission Remediation Policy. These thresholds are under review and may be revised by CDE.

While no single competency demonstration in the above menu fully measures the new academic

K-12 standards, the determinations begin the transition to a competency-based system. While not identical instruments, the menu of competency determinations shares thresholds of approximately comparable levels of rigor.

Determinations of competencies may be modified to accommodate students with exceptionalities (i.e., students with disabilities and students who are gifted and talented.)

College applicants have to be successful in rigorous coursework and have strong test scores.

	ACT	SAT
Most Selective Institutions (Ivy League schools, Stanford, UCLA, Berkeley...)	27 – 36	1820 - 2100
Highly Selective (Colgate, USC, CO College, Virginia Tech, Boston College...)	24 – 27	1640 – 1820
Selective Institutions (CSU, DU, Fort Lewis, CU Boulder...)	20 – 23	1400 - 1640
Less Selective (Adams, Western, U of Wyoming...)	18 – 21	1290 - 1400

Getting into College

Applying to college can be a daunting and overwhelming experience for students and their families. Please feel free to contact us for additional resources. Colleges report that the most significant factor in the college admission decision are the grades earned in classes in high school. Secondly, colleges review standardized admission test results. Most colleges require either the SAT or ACT. Colorado colleges use an index of GPA and test scores to determine admission to in-state, public, four year colleges. ALL Juniors in the state of Colorado are required to take the SAT test in April with no registration fee. These test results can be used to apply to colleges around the country but are not accepted for NCAA eligibility. Students may take either test more than once, however, more than three times is not recommended. Colleges also review essays and recommendations from teachers and counselors.

- Juniors enrolled in World Academy will be given a voucher that will cover the cost of one SAT exam. Vouchers will be handed out in the spring of junior year. It is the student's responsibility to sign up for the exam. Please visit sat.org for more information and to register for the exam.

Four-Year Planning Guide

	9th Grade	10th Grade	11th Grade	12th Grade	Total
English 4 credits					
Math 3 credits					
Social Studies 2.5 credits					
Government .5 credits					
Science 3 credits					
PE 1.5 credits					
Health 0.5 credits					
Electives 10 credits					
Foreign Language Suggested 2 credits					

Plagiarism

World Academy Plagiarism Policy

Plagiarism is the stealing of someone else's ideas and/or writing. Our goal as educators is to make sure you have a clear understanding of how to properly quote others, paraphrase, and cite sources.

Plagiarism will not be tolerated in World Academy. Do not be tempted to simply copy and paste from the Internet. Potential consequences for plagiarism of any type can range from a "zero" on an assignment to removal from the course. Please understand that after high school the consequences of plagiarism are severe (expelled from college, fired from a job, or sued). Remember, we are really looking for your thinking and understanding of the content!

Please take a look at the links below to be sure you understand plagiarism and academic honesty. You will be expected to follow the MLA guidelines.

Overview about plagiarism:

<http://owl.english.purdue.edu/owl/resource/589/1/>

Determining if it is plagiarism:

<http://owl.english.purdue.edu/owl/resource/589/02/>

How to avoid plagiarism:

<http://owl.english.purdue.edu/owl/resource/589/03/>

Practice to make sure you are not plagiarizing:

<http://owl.english.purdue.edu/owl/resource/589/04/>

Please contact your instructor if you have additional questions about plagiarism or how to avoid it in your writing. We are happy to help you learn this challenging skill.

Remember, we are looking for YOUR THINKING and UNDERSTANDING of the content!

World Academy's Online Curriculum Options

K12 Online Learning

World Academy partners with **K12 Education**, whose mission is to develop each child's full potential with engaging, individualized learning. **K12** develops their own curriculum, widely regarded as the highest quality available online, and remains devoted to fulfilling the promise of education for every child. World Academy uses **K12** curriculum for students in Kindergarten through 3rd grade. **K12** provides all the materials needed and they are shipped to the student's door (books, materials, manipulatives, microscopes, rocks!).

Course materials will be available in various formats, which may include physical and/or digital materials.

Steps for K12 Online Enrollment for World Academy:

- 1) Please login to the **K12** website:
<http://www.k12.com/>
- 2) Please enter the zip code 81632
- 3) Scroll down to the second page
- 4) Please click on "Enroll now" under World Academy
- 5) From there please create an account and save your login and password, and when prompted, fill in the information.

K12 Elementary Courses

For a complete list of K-5th grade online classes, please visit
<http://www.k12.com/k-8-course-list.html>.

OdysseyWare

OdysseyWare lessons, assessments, and instructional tools are designed to equip learners with resources for academic success, incorporating a mix of grade-appropriate text, direct instruction videos, learning activities, and games. **OdysseyWare** lessons also integrate numerous instructional supports to address diverse learning styles and allow ongoing collaboration between learners and

OdysseyWare Technical Support

To assure that students will have a positive experience using **OdysseyWare**, here are a few things to be sure of:

- **OdysseyWare** requires only 56Kbps or less available bandwidth per student
- Before clicking only once on the link for our web based tool on a Windows PC or Mac, please check to see:
 1. That JavaScript and cookies are enabled on your student's workstation.
 2. Adobe Flash Player 8 or higher is also installed on the student workstation.
- The domains that need to be added as exceptions to content filtering so you can use the

new version of **OdysseyWare** are: odysseyware.com, owotw.com, owschools.com, glynlyon.com

Should you need help with computer set up, call Technical Support at 877-795-8904 or visit their website at <https://www.odysseyware.com/customer-support>.

OdysseyWare Login Information

<https://eaglecounty.owschools.com>

UserName: _____

Password: [worldacademy](#)

For brief course descriptions, and a list of elective/career courses, please visit the following website:

<https://www.odysseyware.com/course-catalog>

OdysseyWare Courses

For a complete list of 6th-12th grade online classes, please visit

https://glndocs.s3.amazonaws.com/odw/marketing-resources/pdfs/OW001_CourseGuide_2017-18_010517.pdf?pdf=Complete-2017-18-Core-Course-Guide.

College Credit Opportunities at World Academy

Students at World Academy can earn college credit while working toward high school graduation. Students benefit not only by saving college tuition and time, but will find upper-level courses challenging and a good preparation for college work. This includes opportunities such as dual credit courses and internship opportunities.

Taking College Classes in High School

Eagle County School District has entered into an agreement with Colorado Mountain College to provide the opportunity for students to earn high school and college credit simultaneously. Visit http://coloradomtn.edu/academics/dual_credit_cepa/ for more information and contact MaryAnn McGinnis at mary.mcginnis@eagleschools.net to set up a time to discuss CMC options and to fill out the required paperwork.

ASCENT Program

ASCENT stands for Accelerating Students through Concurrent ENrollment. Students who have completed at least 12 credit hours of postsecondary course prior to completion of his/her 12th

grade year may be eligible for the ASCENT Program. They remain students in their Local Education Provider (LEP) for one year following their 12th grade year, and the LEP receives ASCENT specific per-pupil state funding that it uses to pay their college tuition at the resident community college rate. Students receive their high-school diplomas at the end of their ASCENT year.

1. Eligibility

Students who wish to enroll in the ASCENT Program must have fulfilled high school graduation requirements; completed or be set to complete 12 credit hours of transcribed college course work; be identified as an ASCENT program candidate on an Academic Plan recorded within the district; be no more than 21 years old; and meet the College's requirements for each course.

2. Enrollment

ASCENT covers only postsecondary courses offered by the College, in which high school students will be permitted to enroll pursuant to the ASCENT Program. The College agrees to enroll Local Education Provider's students in courses offered by the College as follows:

- a. The courses offered by the College must be applicable to earning a degree or certificate.
- b. Students may not enroll in College basic skills courses through the ASCENT Program.
- c. The College has the right to deny student enrollment based on space availability and college admission requirements.
- d. The College has the right to discontinue a student's enrollment based on a determination that the student does not have sufficient skills or abilities to continue in the course selected. In such case, the College will notify the Local Education Provider.
- e. Students enrolled in College courses through the ASCENT program are subject to the academic and disciplinary rules of the College's Student Code of Conduct and adhere to all College policies and procedures. Any violations of the Student Code of Conduct are subject to disciplinary proceedings and sanctions.
- f. Students in need of accommodations are encouraged to contact the College's office assisting with special services.
- g. The College is responsible for the course content, course prerequisites and quality of instruction.

3. Credit

A student who is accepted in the ASCENT Program shall receive postsecondary credit toward a degree or certificate and credit toward high school graduation as follows:

- a. Students shall not enroll in a basic skills course.
- b. Unless otherwise restricted, students are not limited in the number of credit hours in which they concurrently enroll through the ASCENT program.

4. Registration

- a. All students shall enroll and register as College students in accordance with College's admissions and registration requirements and processes.
- b. Districts should enroll students in College courses that pertain to the degree or certificate program indicated on their Academic Plan.
- c. Academic advising and career planning will be available to students at both the College and the Local Education Provider.
- d. All students shall complete the Concurrent Enrollment Registration and Agreement Form and submit to the College by the course census date.

5. Financial Provisions/Tuition

The tuition and fees charged by the College for students enrolled in the ASCENT Program will be as follows:

- a. The Local Education Provider agrees to provide the College with each student's uniquely identifying student number (SASID) which will be used to authorize College Opportunity Fund (COF) stipend payments to the College on behalf of the enrolled student.
- b. The Local Education Provider hereby agrees to pay the College on behalf of the student.

Business and School to Career

Business education provides business and computer information, and skills to enhance every individual as a citizen and a consumer. Business education prepares students for entry into, and advancement in jobs within business, computer, and many other related career areas. It also prepares students to handle their own business affairs and to function intelligently as citizens and consumers in a business economy. World Academy will only accept School to Career/Work Study, Community Service, and Internship/Apprenticeship hours while you are a student at World Academy. Hours earned before entrance will not be accepted.

School to Career and Supervised Work Study

This course is a supervised work-study opportunity for World Academy students. Students can earn .50 credits for a minimum of 120 hours of paid employment during the school year. Students will be supervised and are expected to verify their work hours and further develop their career portfolio.

Community Service

Students may perform community service. This is defined as donating time to a worthy or charitable organization throughout the local community. These are unpaid hours donated in service to an organization. Students need 60 hours of community service equals .5 credits of elective credit.

Internships/Apprenticeships

Students are encouraged to participate in internships or apprenticeships. This is defined as donating time to a working organization or business throughout the local community, which is of direct interest as a potential career for a student. These are unpaid hours donated in service to the organization while learning the trade in exchange. Students need 60 hours of internship/apprenticeship equals .50 credits of elective credit.

Online Student and Teacher Resources

URL	Description
http://www.brightstorm.com/	Website with thousands of free Math and Science videos
http://www.coolmath-games.com/	Games to teach Math
http://www.econedlink.org/	Online economic and personal finance lessons and resources for educators, students, and teachers
http://edsitement.neh.gov/	Humanities lessons and resources
http://www.fairrosa.info/cl.authors.html	List of author websites
http://illuminations.nctm.org/	National Council of Teachers for School Mathematics website. National standards, lesson plans and interactive math activities for students
http://jc-schools.net/tutorials/interactive.htm	Interactive games and tools for Reading, Language Arts, Math, Science, Social Studies, and Assessment
http://www.khanacademy.org/	Collection of micro lectures, video tutorials for math, history, finance, Physics, Chemistry, Biology, Astronomy, and Economics
http://librivox.org/	Free audiobooks
http://literacynetwork.verizon.org/TLN/	Literacy instruction for adult and family literacy programs
http://www.mathplayground.com/	Help and resources for Math
http://www.math.com/	Help and resources for Math
http://mathpower.com/	Help and resources for Math
http://education.nationalgeographic.com/education/edu/	Education website for the National Geographic Society
http://nlvm.usu.edu/	Help and resources for Math
http://www.typing-lessons.org/	Free typing lessons

Resources (continued)

http://www.gutenberg.org/wiki/Main_Page	Online book catalog, free books
http://www.readwritethink.org/	Interactive language and writing tools. Part of Thinkinfinity
http://www.schooltube.com/	Website where students and teachers can share videos
http://www.sciencenetlinks.com/	Lessons, tools and resources for teaching K12 science
http://historyexplorer.americanhistory.si.edu/	Standards-based online resources for teaching and learning American history
http://www.starfall.com/	Reading resources for kids
http://www.studystack.com/	Online Flashcards for subjects from K- College
http://www1.teachertube.com/	Online community for sharing instructional videos
http://www.pdictionary.com/	Picture dictionary for English, French, Italian, German, and Spanish
http://mathforum.org/dr.math/	Help and resources for Math
http://www.thinkinfinity.org/?q=home	Teaching and learning materials. Gateway to many other resources
http://www.watchknow.org/	Collection of free educational videos
http://cooltoolsforschools.wikispaces.com/	Web 2.0 tools for schools