



## **ONLINE ACADEMY HANDBOOK**

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UPPER ARLINGTON SCHOOLS

2024 – 2025

## PHILOSOPHY

The district philosophies; “Start With Heart,” “Strength in Team,” and “Contagious Drive,” are foundational to the Upper Arlington Online Academy. This means we will strive to focus on the individual student educationally, socially, and emotionally. Every member of the Online Academy (Admin, Staff, and Students) will endeavor to understand and empathize with others in the Online Academy putting individuals first. We will strive to get multiple perspectives in our decision making process and foster student-staff collaboration wherever possible. We know that all individuals bring a wonderful and unique perspective to our learning environment and it is our mission to honor all members' authenticity and experience. In the Online Academy, every day is a unique opportunity to push ourselves and others to learn something new, interesting, and challenging. We will take each day one step at a time and do our very best to learn from the failures we will certainly experience, drawing heavily from the district's long-running philosophy of educating the whole child by focusing on student well-being. All of us must strive to create a safe and inclusive community where students can learn and live to their fullest potential. Our students will have the tools to become life-long-learners, the confidence to become problem solvers, and the commitment to continuous improvement. Our students will thrive academically and will take part in experiences that give them the foundation to serve, lead and succeed in life.

If any of the policies or administrative guidelines referenced herein are revised, the language in the most current policy or administrative guideline prevails. Copies of current Board policies and administrative guidelines are available from the building principal and on the District's web site.

In addition to the below Online Academy procedures and expectations, all Upper Arlington School Board Policies apply.

For more information see the links below:  
Student Rights and Responsibilities Handbook 2024 - 2025  
Student Device Handbook 2024 - 2025

## ADMISSION/RETENTION

- Guidelines/Parameters
  - Students will have the opportunity to open enroll at the start of each semester
  - In extreme circumstances, it may be determined that students need to be moved into or out of the Online Academy outside of the open enrollment windows. The following intake process can be anticipated by all stakeholders:
    - First, internal meeting only - in person building administrator, OA administrator, and other relevant team members must be in attendance (this meeting is intended to review applicable information and determine whether or not a transition is appropriate).
    - If determined that a transition in placement is appropriate, then a required intake meeting must take place with student, parent, outgoing administrator, onboarding administrator, and other relevant team members must be in attendance (to include, but not limited: to gen-ed teachers, intervention specialists, and additional support staff)

## ATTENDANCE

Attendance:

- State requires 910 hours total for the school year. This is an expectation of at least 5.5 hours of logged learning opportunities per school day.
- Other things that factor into attendance:
  - Data from Edgenuity Session log
  - Guided notes
  - Attendance at all required zooms:
    - weekly previews

- weekly check-ins
  - Where applicable
    - Physical Education Logs
    - Concilium Logs
    - Reading Logs
    - Time spent working with teachers in office hours or study tables
  - Semester Exams (High School Courses)
    - High School Students - may be hand scheduled in the event of proctored semester exams during semester exam dates at a designated location.
    - HS Teachers may ask for an additional assessments, however these assessments will not be included in the quarterly or semester grades.
- Athletics
  - In accordance with the Upper Arlington athletic policy, a student-athlete who does not complete a minimum of two hours of active work in the online platform will not be eligible to participate in athletic competition or practice that day.
- Parents/Students will receive weekly progress reports from Edgenuity.
- Progressive Discipline for attendance:
  - After three weeks of a student not showing up as required for study tables or Zoom meetings and/or being significantly behind his/her/their classes, the student and his/her/their parent(s)/guardian(s) will be required to attend a meeting with the OA staff to work together to develop a plan to get the student back on track.
  - After the second time of hitting a benchmark of three weeks of not showing up for required study tables or Zoom meetings and/or being significantly behind in classes, regardless of how far removed from the first three-week benchmark that was hit, the student and his/her/their parent(s)/guardian(s) will be required to meet with OA staff for a discussion about proper placement for the student. Please understand that what this means is that failure to meet the above expectations could result in a student moving into the traditional building.
- Absences
  - If a student is absent due to illness or an appointment, parent(s)/guardian(s) need to report the absence on the day of its occurrence by completing the UAOA Attendance Form OR emailing [onlineacademy@uaschools.org](mailto:onlineacademy@uaschools.org).
  - Upon returning from an absence, **students will be expected to complete all assignments** for the days for which they are absent.

	Consecutive Hours	Hours in a School Month	Hours in a School Year
Habitual Truancy	30+ hours <b>unexcused</b>	42+ hours <b>unexcused</b>	72+ hours <b>unexcused</b>
Excessive Absences		38+ hours <b>excused or unexcused</b>	65+ hours <b>excused or unexcused</b>

## ONLINE ACADEMY STUDENT CODE OF CONDUCT

Please refer to the District Student Code of Conduct from your homeschool. Please see additional code of conduct material for Upper Arlington Online Academy below:

### Things you SHOULD DO in the Online Academy:

1. Challenge yourself every day.
2. Find something real and fascinating to explore.
3. Be open minded
4. Follow your inspiration and questions wherever they lead, not where you think they should go.
5. Build strong and collaborative relationships in spite of the different mode of connection and learning.
6. Be yourself and bring yourself everyday.

### Things you SHOULD NOT DO in the Online Academy:

#### Plagiarism:

- Plagiarism is defined as taking someone else's work or ideas (including online content) and passing them off as one's own. (This might include copying and pasting answers from any site on the internet - including AI)
- Plagiarism will not be tolerated and will result in consequences.
  - First Offense- There will be a conference with the student and parents/guardians. Students may be given the opportunity to rework the assignment for the full credit earned based on their work.
  - Subsequent Offenses - The student will earn a grade of zero (0) on the plagiarized assignment.

#### Google Translate:

- You may **NOT** use Google Translate for any Global Language Assignments.