

Chandler Online Academy Student Handbook 2023-2024



Chandler Online Academy

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Program Overview

Excellence Online

Program Description

Chandler Online Academy's Full Time Program provides the opportunity for Arizona school students to complete all courses required to promote to high school and for high school graduation in the state of Arizona, online from home or anywhere they have a reliable Internet connection. In addition to meeting general graduation requirements, students at Chandler Online Academy have the option to engage in advanced studies and college preparatory courses with support from highly qualified online instructors. Our courses are aligned to state and national standards and feature state-of-the-art technology, research-based and proven e-learning curriculum, and meet high standards for academic excellence.

Through completion of online courses with Chandler Online Academy, students acquire a strong foundation of knowledge, develop 21st century skills to prepare them for university studies and marketability in today's industries, and strengthen self-motivation and confidence. COA course offerings are comprehensive including all core academic courses, electives, AP courses, Honors courses, and Foreign Language.

All COA courses are taught by highly qualified teachers specializing in facilitating learning in online environments. In addition to the superior quality of our online course materials, Chandler Online Academy instructors support students with 1-1 instruction through personalized and targeted feedback and live instructional support as needed. Students in Chandler Online Academy's Full-Time or Part-Time Program, are able to take advantage of the flexibility of online learning, without sacrificing quality, and receive an exceptional educational experience.

Core Values

As part of Chandler Unified School District, Chandler Online Academy teachers and staff are committed to the core values of CUSD: Excellence, Integrity, Equity.

Mission

To provide students with a high-quality personalized education combined with the flexibility to engage in learning anywhere, anytime.

At Chandler Online Academy, we:

- Incorporate innovation into developing online instructional methodologies that are supported by research
- Provide personalized education to meet individual student learning needs, interests, and life styles
- Deliver the highest quality e- learning educational materials and online educational support
- Create connections with students to provide support and foster development of respectful relationship and effective communication and interpersonal skills.

Enrollment

Entrance Requirements

Any school age Arizona resident can enroll with Chandler Online Academy. Before considering enrollment in our program, students and families need to carefully consider whether enrollment in our full-time online program will align with the schedule, lifestyle, and goals of everyone involved. COA courses are demanding and will require students to commit to studying and working on online coursework utilizing a consistent daily schedule. More time should be expected when enrolled in AP and Honors courses.

Parents/guardians will also need to commit to supporting full-time online students in two ways:

1. Monitoring and supporting student progress and performance in classes
2. Submitting attendance each week through the Student information System (Infinite Cmapus)

COA teachers and staff monitor student progress and students are held to strict attendance and progress requirements to maintain enrollment. Parents/guardians play an important role in supporting students as they develop positive time management and self-discipline practices in order to be successful in a digital learning environment. Parents/guardians may obtain access to a Parent Portal where they can view student progress and performance statistics each week. The most effective approach to monitoring student progress and helping students be successful is a consistent, caring, and positive approach. Before enrolling in our Full-Time Program, students and parents/guardians are required to carefully review the school Attendance & Progress Requirements.

In addition to the time and effort commitments students and parents must make in order to be successful in our online courses, it is also a requirement for students to have daily access to a computer with a dependable high-speed Internet connection. Minimum technical requirements are provided on the school website "Technology, System Requirements" page.

Application

Full-Time enrollment in Chandler Online Academy first starts with completing an open enrollment application that is submitted to the district office for approval. Once approved the registrar will reach out with next steps. Part-Time enrollment is now being completed by the counselor at the student's CUSD home site. Tuition-Payer/Out-of-District enrollment information can be found on our website. Applications will not be considered complete until all documentation listed on the check-sheet is submitted online or to our office and both the student and parent receive the Welcome Email.

Course Registration

Once approved for open enrollment, full-time COA students will receive a course registration form to choose courses they are interested in registering for. COA counselors take these selections into account when reviewing transcripts and then assign courses based on student interests and goals, graduation requirements, and prerequisite status. Part-time COA students select online courses with the counselor at the student's primary school.

AP/Honors Courses

Honors and Advanced Placement courses of study are available to students enrolled with Chandler Online Academy. Any student who meets all course pre-requisites and who is motivated and prepared to commit the additional time and effort may opt to enroll in Honors or AP courses. Our AP courses are registered with the College Board and are taught by qualified and experienced AP teachers. In addition to providing students with increased challenge and opportunity to demonstrate their abilities, completing Honors or AP courses provides students with the opportunity to accelerate progress toward meeting advanced academic requirements and be in the best position to compete for entrance to post-secondary institutions. Honors credit is denoted on transcripts and produces an additional distinction for students in applying for entrance to any university or post-secondary institution. Students interested in a rigorous course of study and the opportunity to take the Advanced Placement examination and earn college credit or advanced placement status in addition to high school credit may enroll in AP courses. AP courses prepare students to take and be successful on the Advanced Placement examinations. Students enrolled in AP courses are expected to take the AP exam for the course.

Graduation Requirements

Students enrolling in Chandler Online Academy's Full-Time Program will be required to meet enrollment policies, graduation requirements, and follow course sequence and prerequisite policies outlined in CUSD's "Course Description Catalog." A copy of this catalog can be accessed from the district website in the "Parents & Students" section and on the "Parent Resources" page.

Transfer Credits

Acceptance of transfer credits from sources outside the Chandler Unified School District is not automatic. Coursework completed outside the District will be evaluated to determine whether elective or core credit will be awarded. Following the transfer, Chandler Online Academy will provide a list showing which credits were accepted as core subject credits and which were accepted as elective credit. Within 10 days of receiving this list, a student may request to take an exam for any course accepted as an elective. If the student earns a score that demonstrates proficiency, COA will accept the transferred credit as core credit.

Prerequisites/Course of Study

Students must meet any course prerequisites listed in the course catalog prior to starting a course with a prerequisite requirement. Students may not enroll concurrently in courses that are designed to be sequential (i.e. Algebra I Semester 1 and Algebra I Semester 2).

Student/Parent Contact Information

It is very important that valid contact information including the student and parent/guardian primary email addresses and phone numbers are provided. Students and parents/guardians will need to check messages and in-boxes regularly to receive important information from COA teachers and staff. Any time contact information changes, it is the responsibility of the student and/or parent/ guardian to provide the new information within 2 business days. Failure to do so could result in loss of access or involuntary withdrawal.

Orientation & Hornet Days

Parents and students are invited to attend the annual Hornet Days virtual presentation when counselors will review our program requirements and expectations. Once enrolled, students will login to the learning platform and complete the online orientation course. Completion of the orientation course is required of all students prior to beginning their courses. We encourage parents to review this course with their child. In this orientation the student and parent will learn how to: access navigate classes, find important information, review policies, submit attendance, and complete tasks within both interfaces. Once the Orientation has been completed, the student will begin his/her courses.

Advisory

Full time students in grades 7-9 will be enrolled in and expected to participate in our advisory course. This class meets live virtually once a week. This course is designed to provide additional support to students to help ensure their success with our online program.

Credit & Grades

Credit

Each high school semester course is worth 0.5 credit that can be applied toward graduation. All of our courses are aligned to National Common Core Standards and meet Arizona graduation and university entrance requirements. Students can attend Chandler Online Academy, complete all courses online, and receive a Chandler Online Academy diploma upon graduating.

Special Considerations

Students entering universities or colleges on athletic scholarships will need to register with NCAA and provide appropriate documentation for eligibility upon graduation. COA core courses are on the approved course list with NCAA and we will work with each student on an individual basis to obtain any documentation necessary to meet eligibility requirements, however, NCAA approval is on a case-by-case basis. Students planning to enlist in the military following graduation should consult with an enlistment specialist prior to enrolling in online courses.

Course Completion

In order to successfully complete a course with a passing grade and earn credit toward graduation, Chandler Online Academy students demonstrate mastery of course material in 4 ways:

- 1. Attendance**
- 2. Progress**
- 3. Overall Grade Average**
- 4. Proctored Final Exam Score of at least a 60%**

In order to earn a passing grade and credit toward graduation, students must complete all assignments & assessments preceding the final exam with a minimum overall grade average of 60%. The final grade is a combination of the overall average on all coursework preceding the final exam and the score the student receives on the proctored final exam.

Proctored Final Exam Requirement

All students are required take the final exam in person at a designated testing location. In order to receive a passing grade and credit for any online class, students must earn a 60% or higher score on the proctored final exam. If the student does not pass the final exam on the first attempt, the student will need to schedule a re-take the final exam. Students are eligible for 3 attempts on each final exam, as long as they complete them before their course end-date.

Grading Policy

Grading within courses occurs through the combination of auto-graded assessments that have been created by assessment specialists and teacher graded assignments and projects. Work is graded according to posted rubrics and incorporating the teacher's subject matter expertise.

All Chandler Online Academy courses are assigned a final letter grade and a grade-point value based on the following grading scale:

Percentage	Letter Grade	Grade-Point Value	Honors	Grade-Point Value
90-100	A	4.0		5.0
80-89	B	3.0		4.0
70-79	C	2.0		3.0
60-69	D	1.0		1.0
0-59	F	0		0

Final Grade Notification

Final grades are generally posted in Infinite Campus within 7 business days once all coursework and the final exam have been completed.

Mandatory Testing

Students enrolled in Chandler Online Academy's Full-Time Program will be required to complete the mandated end-of-year state testing. Please see below for required state testing per grade level. Testing dates and locations will be provided on the school website and additional information/reminders will be sent to student and parent email accounts. Students and parents are advised to review the testing information on the website upon enrollment and begin planning to attend on the testing dates.

If a student does not attend testing, he/she will be involuntarily withdrawn.

Grade Level	State Test
7 th Grade	AASA (ELA & Math)
8 th Grade	AASA (ELA & Math), AZScience
9 th Grade	ACT Aspire
11 th Grade	AZScience, ACT, Civics
12 th Grade	Civics (if not already passed)

Attendance/Progress Requirements

Attendance Requirements

The most significant indicator of success for online students is daily and weekly consistency in logging in to their online courses. This means students will be more likely to finish their course with a passing grade if they log in to review course materials and work on assignments a minimum of 5 days each week. In order to support students, Chandler Online Academy promotes student success with the following attendance requirements & consequences. While Chandler online Academy courses are designed for semester length, student may complete a course in as little as 6 weeks.

COA courses require students to work 75-89 hours total over the length of the course to master all objectives and complete all coursework. This time must be entered in the student's Infinite Campus portal and submitted each week by 9:00 p.m. on Sundays. Students can log in any time, day or night, and on any day of the week to meet this requirement.

Students are expected to engage in online study, research, and composition for a minimum of 4.2-5.6 hours a week for each 0.5 credit class. In order to be eligible to receive a passing grade/credit for a course, all time spent on coursework and related activities must be reflected on the weekly attendance submission.

Student Attendance Weekly Submission Requirement

Student must submit the total amount of time they spent working on a course through the student's Infinite Campus Portal each week no later than Sunday at 9:00 p.m. Weekly submission of attendance is required to maintain enrollment in the program. If attendance is not submitted for 14 consecutive days, classes will be inactivated.

Progress

All coursework must be completed by the course end-date in order for the student to earn a passing grade and credit toward graduation. Consistent progress is important for the student to stay on track to finish all work, to learn course material, and to master all course objectives. Students are expected to submit assignments according to the assignment due date. Assignments submitted after the due date may be subject to point deduction according to course Late Work Policies.

Progress Requirements

The semester course session begins once the Welcome Email containing the link to the online classroom and that student's username and password to access the online classroom has been sent. Every assignment will have a due date that is based on the start and end dates of the course session. Students should submit assignments and complete exams by the date they are due.

Progress Consequences

If assignments/exams are not completed on the day they are due, students will receive a past due notice on the course homepage and may lose the opportunity to turn in the assignment/assessment for full or partial credit, according to the course "Late Work Policy" included below and published in the course introductory materials. If a student does not submit work by the due date, she/he should contact the teacher as soon as possible to request to make-up the late work. If given the opportunity to turn in late work for credit and the student does not follow through on the make-up plan, she/he will be considered for involuntary withdrawal, regardless of the amount of time (attendance) that has been reported, resulting in a failing grade on the student's official transcript.

Chandler Online Academy Late Work Policy

Late work submission will be deducted as follows:

1-5 days	10% deduction
6-10 days	20% deduction
11-15 days	30% deduction
>15 days	No Credit (Permanent Zero, no further opportunity to complete the assignment)

Students can have no more than four permanent zeroes in their class to be able to take the final exam.

Withdrawal & Schedule Changes

Students may withdraw or change their schedule according to the following guidelines by submitting a withdrawal or schedule change form to our office. Forms can be submitted online from our website or by contacting our office to request a form.

- **Up to 7 days after the course start-date:** Students may withdraw or change their schedule.
- **7-21 days after the course start-date:** Students who withdraw will receive a grade of W for all courses. There are no schedule changes permitted more than 7 days after the course start-date.
- **22 days after the course start-date:** Students who withdraw or fail to complete the course will receive a final grade of F on their official transcripts.
- **Involuntary Withdrawal:** Students who fail to meet Attendance/Progress Requirements, who fail to log-in for 10 consecutive days, or who engage in behavior that contradicts Chandler Online Academy's Academic Integrity and Student Code of Conduct Policies, will be withdrawn and receive an F in all courses.

Student Code of Conduct

Academic Integrity

All schoolwork submitted for the purpose of meeting course requirements must represent the efforts of the individual student. To help maintain an atmosphere of mutual trust and confidence among students and faculty and to ensure that each student's learning is evaluated solely according to his or her own merits, any form of academic dishonesty is prohibited. Academic dishonesty includes, but is not limited to:

Misrepresentation

- Allowing another person to take a quiz, exam, or similar evaluation for you.
- Unauthorized collaboration in providing or requesting assistance, such as sharing information on an academic exercise.

Plagiarism

- Submitting, as your own, through purchase or otherwise, part of or an entire work produced verbatim by someone else.
- Paraphrasing ideas, data, or writing from another source without properly acknowledging the source
- Unauthorized transfer of documents or use of someone else's computer file or electronic material, as your own.
- All work students produce should be their own authentic work. COA does not consider any work generated from an artificial intelligence (AI) website or generator (such as ChatGPT) to be a student's own authentic work. Like any other outside sources used in a student's work, any use of an AI generator included in student work should be properly cited. Please note that COA utilizes software to aid in the detection of AI generated work. Evidence of AI usage in student work submissions without proper citation may result in the student being required to resubmit the assignment according to the policy outlined below, and/or meet live with his/her teacher to demonstrate mastery of the content suspected of AI usage.

Facilitating Academic Dishonesty

- Taking a quiz, exam, or similar evaluation in place of another person.
- Allowing another student to copy from you. Providing material or other information to another student with the knowledge that such assistance could be used in any of the violations stated above.
- Participating in any action that compromises the integrity of the academic standards of the school; assisting another to commit an act of academic dishonesty.

Chandler Online Academy Cheating/ Plagiarism Policy

- Incidents of cheating/plagiarism will be handled as follows:
 - 1st offense = student redo assignment for *partial* credit
 - 2nd offense = no credit for assignment + referral
 - 3rd offense = removal from course + F on student transcript + referral
 - * *In an incident where a student turns in more than three assignments at one time that have been cheated or plagiarized, 3rd offense rules apply*
- Students found cheating on a final exam will receive an automatic zero for the final, which will result in an F on their transcript. Infractions include:
 - Operating any electronic device once the exam has started
 - Accessing any website away from their exam module
 - Using any notes other than their hand-written 3x5 notecard
 - Any other action used to gain an unfair advantage

Internet & E-Mail User Guidelines

Chandler Online Academy and Chandler Unified School District are not responsible for websites and electronic materials students may access from the open network on any computer system or mobile device that has not been issued by the district. Parents/guardians are encouraged to research the types of filtering software that is available to ensure their children will not be exposed to inappropriate content when accessing the internet.

E-mail

Students are required to use the district issued Gmail account to communicate with and receive important information from school teachers and staff. Parents/guardians will use their personal email. While COA staff will have access to student and parent contact information, it will be used for official school business only. Students will not be required to share email addresses or contact information with other students. However, if students do share contact information with fellow students, it will be the student and parent/guardian's responsibility to ensure any communication that occurs between students is appropriate. COA is not responsible for communication between students that occurs outside of the e-Learning Portal and live virtual classrooms.

COA e-Learning email communication and discussion posting guidelines:

1. Include your first and last name in emails to your instructor
2. Use professional language, salutations (e.g. Hello, Thank You) and complete sentences in all emails to and from teachers and COA staff
3. Include a subject line briefly describing the content of the message/post (e.g. Question on lesson 5, Thank You, My Thoughts On The Constitution)
4. In emails with questions about course content, include the name of the course, the name/number of the lesson, and the specific topic you are struggling with. "I don't understand lesson 1," is not specific enough. "I don't understand how to find the climax of the story in lesson 1, assignment 1a," gives the teacher more information about what you need help with
5. In discussion posts, students must be respectful of others and of viewpoints different from their own. Discussion boards are a place for respectful and thoughtful debate NOT inflammatory remarks or offensive comments. If a student feels another student has made an offensive or inappropriate posting, he/she should respond in a constructive way and/or let the teacher know and explain his/her position
6. Stick to the topic of the discussion and contribute meaningful and well-written posts and responses to others' posts
7. Follow all course guidelines for emails and discussion posts

In E-Mail Communications and Discussion Posts, Students Should Refrain From:

1. Sending multiple emails or making a large number of discussion posts in a short period of time
2. Making off-topic comments or ask off-topic questions in discussions
3. Use all-caps in emails or discussion posts. This is perceived as yelling in electronic communication

In the e-Learning Portal and within e-Learning Classrooms, the following are not permitted:

1. Send, access, download or display offensive messages or pictures.
2. Use obscene language
3. Harass, insult or attack others
4. Violate copyright laws and regulations
5. Use passwords of others
6. Share passwords with others
7. Trespass in others' folders, work or files
8. Employ the e-learning portal for commercial purposes
9. Provide personal information, i.e., names, addresses, phone numbers, card numbers, etc.

Sanctions

1. Violations of the above may result in a loss of access and removal from the course.
2. Violations of the above may be subject to disciplinary action including expulsion/dismissal

Chandler Online Academy

Student User Agreement and Parent/Guardian Permission Form

(This is a copy. Electronic verification of communication and understanding of this policy is obtained in the "COA Information & Policies" portal)

Student Name (Please Print): _____ Grade: _____

Student: I understand and will abide by the usage rules set forth by the Student Handbook. I understand and will abide by the provisions and conditions indicated. I understand that any violations of the above terms and conditions may result in disciplinary action and the revocation of my use of information services.

Student Signature: (online students acknowledge policies through the online Orientation Quiz)

Parent/Guardian: As the parent/guardian of the above named student, I have read the Student Handbook and understand it. I understand that it is impossible for the school district to restrict access to all controversial materials, and I will not hold the district responsible for materials acquired by use of electronic information services (EIS). I also agree to report any misuse of the EIS to a district administrator. (Misuse may come in many forms but can be viewed as any messages sent or received that indicate or suggest pornography, unethical or illegal solicitation, racism, sexism, inappropriate language, or other issues described in the agreement).

I accept full responsibility for supervision if, and when, my child's use of the EIS is not in the school setting. I hereby give my permission to have my child use the electronic information services.

Parent/Guardian Name(Please Print): _____

Parent/Guardian Signature (online students acknowledge policies through the online Orientation Quiz)

Chandler Online Academy

Student & Parent/Guardian Attendance & Progress Agreement

(This is a copy. Electronic verification of communication and understanding of this policy is obtained in the "COA Information & Policies" portal)

Student Name (Please Print): _____ **Grade:** _____

I have read and understand the attendance and progress policies for Chandler Online Academy. I also understand that by enrolling in online courses with Chandler Online Academy, I am committing to:

- Log in to each class at least 5 days a week for a total of 4.2-5.6 hours each week, each class, for a total of a minimum of 25.2-33.6 hours in all classes each week
- Use the due date notifications to manage my coursework and turn in all work when it is due, or no later than the week it is due
- Contact my teacher any time I need help or have a question by emailing, calling, or visiting my virtual classroom
- Read all emails sent to me by my teacher or by COA administration
- Respond to all calls and emails as quickly as possible
- Read all feedback from my teachers and respond or make changes requested by my teachers
- Complete all essays, assignments and assessments myself and using my own ideas and words
- Complete all coursework by my course end-date

I understand that failure to comply with any of these statements may result in involuntary withdrawal from Chandler Online Academy.

Student Signature: (online students acknowledge policies through the online Orientation Quiz)

Parent/Guardian Name(Please Print): _____

I have read and understand the attendance and progress policies for Chandler Online Academy. I also understand that by enrolling my son or daughter in online courses with Chandler Online Academy, I am committing to:

- Ensure my son/daughter is able to log in to each class at least 5 days a week for a total of 4.2-5.6 hours each week, minimum
- Document the time my son/daughter spends working to complete the online coursework in Infinite Campus student portal and submit each week by Sunday at 9:00 p.m.
- Log in to the Parent Portal at least once a week to check my daughter/son's progress in her/his online courses
- Read all emails sent to me from COA teachers and administration
- Respond to all calls and emails as quickly as possible

I understand that failure to submit weekly attendance or failure to submit accurate attendance records may result in involuntary withdrawal of my son or daughter from Chandler Online Academy and/or withholding credit until attendance is accounted for and reported.

Parent/Guardian Signature (online students acknowledge policies through the online Orientation Quiz)

Chandler Online Academy

1205 E Frye Rd. Building B Chandler, AZ 85225

Phone: (480)812-6350

Web: <http://www.cusd80.com/coa>

Dear Parent/Guardian and Student,

We want to welcome you to Chandler Online Academy for the _____ school year! It is our goal to have you complete classes towards graduation and go on to become successful in college or the career of your choice.

In order to accomplish this success, we have some requirements that you must meet in order to be an online student. These stipulations are in place in order to not only meet the education laws of Arizona, but also to be a successful online student.

Please read the contract below. Once read, the parent and student must sign and date the contract and return it to Ledesmafimbres.Roxanna@cusd80.com

Contract

- I will be enrolled in _____ **.5-credit courses** during my time with Chandler Online Academy
- 9th-12th Graders - I agree to work a minimum of **250 minutes (4.2 hours) per week in each course** (including online and offline work) This averages **50 minutes per weekday, per course**. In accordance with the Arizona Department of Education, Chandler Online Academy requires that each student complete a minimum of 4500 minutes (75 hours) per course
- 7th and 8th Graders - I agree to work a minimum of **334 minutes (5.6 hours) per week in each course** (including online and offline work) This averages **67 minutes per weekday, per course**. In accordance with the Arizona Department of Education, Chandler Online Academy requires that each student complete a minimum of 5340 minutes (89 hours) per course
- I understand that students enrolled in Chandler Online Academy's Full-Time Program are required to complete the state mandated end-of-year tests. **If I do no attend testing, I will be involuntarily withdrawn**
- I understand that I must submit assignments by the due date or I will receive a penalty, as per Chandler Online Academy Late Work Policy. Receiving any more than four permanent zeros in a class will disqualify me from the opportunity to take the final exam for a class which will result in a failing grade on my transcript.
- I agree to enter my attendance no later than Sunday of each week at 9pm. I understand that if this is not done for 14 consecutive days, my classes will be inactivated.
- The Chandler Unified Code of Conduct applies in full for all Chandler Online Academy students, including the Cheating/Plagiarism Policy.

I understand that enrolling in Chandler Online Academy is a choice and if there is a failure to meet the above contract I may be withdrawn from the program.

(Student Name)

(Student Signature)

(Date)

(Parent/Guardian Name)

(Parent/Guardian Signature)

(Date)