STUDENT POLICY MANUAL

THE ANDRESSA ACADEMY

EMPOWERING FUTURES THROUGH FREE, FAITH-BASED EDUCATION

Prepared by:

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PRINCIPAL, THE ANDRESSA ACADEMY

Welcome Message

Dear students,

It is my pleasure to welcome you to The Andressa Academy! We are thrilled to have you as a part of our community, and we look forward to supporting you on your educational journey. Our school is dedicated to providing a quality Christian education to students worldwide for free, regardless of their background, location, or financial situation. We are passionate about helping you reach your full potential and equipping you with the tools you need to succeed in your future endeavors.

To ensure that we provide the best possible learning environment for our students, we have created a student policy manual outlining our expectations for behavior, academic performance, and the use of technology. Please read and familiarize yourself with this manual and abide by the policies and procedures.

We are excited to have you as a part of our community and look forward to supporting you in your academic journey. Please do not hesitate to contact us with any questions or concerns. Let's work together to make your educational experience at The Andressa Academy successful!

Sincerely,

Becky Harrison, M.Ed.
Principal
The Andressa Academy

Mission

"Empowering futures through free, faith-based education."

Our mission is to provide a free, high-quality Christian high school education to low-income or underserved individuals globally through our 100% online high school program.

Vision

"Our vision is to provide a transformative, high-quality education to low-income and underserved students worldwide through our 100% online Christian high school.

We believe that education is a fundamental human right and that every student deserves the opportunity to develop their full potential academically, spiritually, and personally, regardless of their financial circumstances.

Values

1. **ACCESSIBILITY**: We believe that education should be accessible to all, regardless of socioeconomic status, race, ethnicity, gender, or religion.
2. **EXCELLENCE**: We strive for excellence in all aspects of The Andressa Academy high school program, including the curriculum, teaching, and technology.
3. **CHRISTIAN VALUES**: We are guided by Christian principles of love, compassion, and service, and seek to instill these values in our students.
4. **COMMUNITY**: We believe in building a supportive and inclusive community of learners, where students, faculty, and staff work together to achieve common goals.
5. **FLEXIBILITY**: We recognize that students may have different learning styles and schedules, and we strive to provide a flexible learning environment that meets their needs.
6. **INNOVATION**: We embrace innovation and new technologies that can enhance the learning experience for our students.
7. **GLOBAL CITIZENSHIP**: We believe in preparing our students to be responsible and engaged citizens of the world, who are committed to making a positive difference in their communities and beyond.
8. **EMPOWERMENT**: We are committed to empowering our students with the knowledge, skills, and confidence they need to achieve their full potential and pursue their dreams.

Enrollment Policies

ADMISSION REQUIREMENTS: To be considered for admission to The Andressa Academy High School, students must meet the following requirements:

- Submit a completed application form
- Provide transcript(s) from previous schools attended if seeking to apply for credits
- Demonstrate proficiency in English language skills via a proficiency exam

OPEN ENROLLMENT: We offer open enrollment, meaning students can enroll anytime.

CREDIT TRANSFER POLICY: We accept credits earned from other accredited high schools. Students must submit an official transcript from their previous school and the course syllabus to transfer credits. Our team will review the transcript and syllabus to determine if the credits are transferable.

AGE REQUIREMENT: Students must be at least 13 years old to enroll in The Andressa Academy High School and/or have completed a minimum of 8th grade. There is no upper age limit.

ENGLISH PROFICIENCY REQUIREMENT: To be eligible for admission, students must demonstrate proficiency in English language skills. This will be demonstrated by taking an English proficiency exam.

STATEMENT OF FAITH SIGNATURE: Students and parents must provide a written statement acknowledging the school's Christian beliefs and values. Students are not required to be Christians to enroll.

PARENT GUARDIAN SIGNATURE: Students under 18 must have a parent or guardian provide a signature authorizing their enrollment.

ACCEPTANCE NOTIFICATIONS: All students that meet the minimum entrance requirements will be accepted into the program. Once the enrollment process has been completed, students will be given the link to begin their courses.

Attendance Policies

- Attendance is an important aspect of online learning, and as an online Christian high school, we value regular attendance as a way for students to demonstrate commitment and accountability in their education. Therefore, we have implemented the following attendance policies:

- Students must log in to a course at least once per week to be considered in attendance for that week. This includes actively participating in course discussions, completing assignments, and communicating with teachers and classmates as needed.

- Students must complete at least three courses per year to maintain their enrollment status. If students fail to complete this minimum requirement, they will be unenrolled from the school.

- In extended absences due to illness or other personal circumstances, students should communicate with the office as soon as possible to make arrangements for putting their coursework on hold.

- Excused absences may be granted for extenuating circumstances, such as illness, family emergencies, or other unforeseen events. To request an excused absence, students should communicate with their teachers and provide documentation or a detailed explanation of the circumstances.

- Unexcused absences may result in a deduction of points or grades, and repeated unexcused absences may lead to disciplinary action or enrollment review.

- The school regularly monitors attendance and communicates with students and parents to address concerns or issues.

"The function of education is to teach one to think intensively and to think critically. Intelligence plus character - that is the goal of true education."

MARTIN LUTHER KING, JR.

Grading Policies

GRADING POLICIES

GRADING SCALE: The grading scale used by the school is defined as follows, including what percentage range constitutes each grade (e.g. A = 90-100%, B = 80-89%, C = 70-79%). Any grade below 70 is not considered a passing grade, and students must pay a $10 fee to retake the course.

WEIGHTED GRADES: Each course consists of 30 lessons, and students can earn up to 500 points in each course.

- **Daily Quizzes (300 points)**: Each Daily Reading Quiz and Daily Lecture Quiz question is worth 1 point a piece.
- **Weekly Exams (120 points)**: Each of the 20 questions on the six weekly exams is worth one point a piece for 20 points per exam.
- **Final Exam (80 points)**: The final exam consists of 10 questions worth 8 points each.

LATE WORK POLICY: Students have a maximum of 90 days to complete a course. After 90 days, a student will not

EXTRA CREDIT POLICY: No extra credit is allowed for any course.

GRADE DISPUTES: Students who wish to dispute a grade must contact the office within five days of their grade being posted.

GRADING TRANSPARENCY: Students and parents may login to the student portal to download an unofficial transcript copy or to see the progress of their grades.

Academic Integrity: Academic dishonesty, which includes plagiarism, cheating, and other forms of misconduct, violates the values and principles of The Andressa Academy community. Such behavior undermines the integrity of the educational process and is detrimental to our student's intellectual and moral development.

The Andressa Academy High School expects all students to maintain the highest standards of academic integrity. This means that students must:

- Complete all assignments and assessments in accordance with the instructions provided by teachers.

Grading Policies

GRADING POLICIES, CONT.

- Avoid plagiarism, which includes using the work of others without proper citation or attribution.
- Avoid any form of cheating, which includes sharing answers, copying from other students, or using unauthorized materials during assessments.
- Refrain from submitting the same work for different assignments or courses without prior approval from the teacher.
- Refrain from tampering with any part of the online course or assessment, including the online platform or software.

Students who violate this academic integrity policy may be subject to disciplinary action, including but not limited to a lowered grade, a failing grade for the assignment or assessment, suspension, or expulsion from the school. The school will also take appropriate steps to prevent future incidents of academic dishonesty.

We recognize that promoting academic integrity is a shared responsibility, and we encourage all members of The Andressa Academy community to uphold the highest standards of honesty and ethical behavior. We will provide resources and support to help students understand and avoid academic dishonesty, and we will work collaboratively with parents and teachers to promote a culture of integrity in The Andressa Academy community.

 Overall, The Andressa Academy High School is committed to promoting academic excellence and ethical behavior among our students, and we believe that a strong academic integrity policy is essential to achieving this goal.

Student Conduct Policies

STUDENT CONDUCT POLICIES

At The Andressa Academy, we believe that all students have the right to a safe and supportive learning environment. As such, we have established the following student conduct policies to promote responsible behavior and ensure that all students can learn and grow in a positive and nurturing environment.

GENERAL CONDUCT: Students are expected to behave respectfully and responsibly at all times in their interactions with others and their use of school resources. This includes treating others with kindness and respect, refraining from using offensive language or behavior, and using school equipment and networks only for educational purposes.

ACADEMIC INTEGRITY: Students are expected to uphold the highest standards of academic integrity, including submitting original work and adequately citing all sources used in assignments. Cheating or plagiarism in any form is strictly prohibited.

CYBERBULLYING/HARASSMENT: Cyberbullying and harassment, including the use of derogatory language, threats, or unwanted advances, will not be tolerated. Students who engage in such behavior may be subject to disciplinary action, up to and including suspension or expulsion from the school.

VIOLENCE./THREATS: Any form of violence or threat of violence, including physical, verbal, or written threats, will not be tolerated. Students who engage in such behavior may be subject to disciplinary action, up to and including suspension or expulsion from the school.

DISCRIMINATORY/AHET SPEECH: Discrimination and hate speech, including language or behavior derogatory towards an individual or group based on race, ethnicity, gender, sexual orientation, or religion, will not be tolerated.

DISRUPTIVE BEHAVIOR: Disruptive behavior, including behavior that interferes with the learning or safety of others, will not be tolerated. This includes behavior such as excessive noise, use of inappropriate language, or refusal to follow instructions from teachers or administrators.

Student Conduct Policies

STUDENT CONDUCT POLICIES, CONT.

REPORTING: Any student who witnesses or experiences behavior that violates these student conduct policies should report it immediately to a teacher, administrator, or other school staff member.

CONSEQUENCES OF VIOLATIONS

Violations of these student conduct policies may result in disciplinary action, up to, and including suspension or expulsion from the school. The school administration will determine the specific consequences for each violation based on the severity of the behavior and the circumstances surrounding the incident.

CONCLUSION

The Andressa Academy is committed to providing all students with a safe and supportive learning environment that promotes academic excellence and personal growth. These student conduct policies will help us achieve this goal, and we ask all students and their families to support us in upholding these policies and creating a positive and nurturing school community.

Technology Policies

The Andressa Academy High School is committed to providing a high-quality education that is accessible to all students, regardless of their geographic location or socio-economic background. As such, we utilize technology to deliver our curriculum, allowing students to access all courses on a computer or cell phone. To ensure that our technology is used effectively and responsibly, we have established the following policies:

ACCEPTABLE USE POLICY: All students are expected to use school technology resources responsibly and per school policies. This includes but is not limited to:

- Accessing school technology resources only for academic purposes
- Respecting the privacy of other users and refraining from attempting to access, modify or destroy other users' files, data, or passwords
- Refraining from accessing inappropriate websites or engaging in inappropriate online behavior
- Complying with all applicable laws and regulations, including copyright laws

DATA PRIVACY POLICY: The Andressa Academy collects and stores student data, including personal information, academic records, and assessment data. We are committed to protecting the privacy and security of student data and have established policies to ensure that all data is collected, stored, and used per applicable laws and regulations.

CYBERBULLYING POLICY: The Andressa Academy has a zero-tolerance policy for cyberbullying, defined as any behavior intended to harm, intimidate or harass another person using technology. We take all reports of cyberbullying seriously and will take appropriate action to address such behavior.

DEVICE POLICY: Students are responsible for providing their own devices for online learning, whether a computer or cell phone. The school is not responsible for any damage or loss of the device. Students are also expected to maintain their devices and keep them up to date with the latest software and security updates.

COMMUNICATION POLICY: All communication between students and teachers must be conducted through school-sanctioned communication platforms, such as email or online discussion boards. Students should not communicate with teachers or other students through personal social media accounts or non-school communication channels.