



Parent/Student Handbook

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SOUTHEAST ACADEMY CONTACT INFORMATION

Toll-Free (855)733-8451

Administration Office (276)496-7777 EXT 221 (Open 8:30 am – 5:00 pm EST)

Technical Support (877)251-6662 (Open 7:00 am – 5:00 pm CST)

Fax (276)496-7979

Website: www.southeastacademyonline.com

Email: b.eastridge@southeastacademy.net or l.perez@southeastacademy.net



WELCOME TO SOUTHEAST ACADEMY

Dear Parents and Students,

As you begin your school year, we ask that you read the Parent/Student Handbook carefully to make certain that you are well-informed of our policies. The handbook describes general policy information, as well as specific details of parent and student responsibilities.

It is imperative that you and your student(s) become familiar with the contents of these documents and keep them handy for reference throughout the school year.

Please notify us in writing if there are any changes in address, phone number, or e-mail contact information so that we will always be able to contact you.

Our goal at Southeast Academy is to assist you in providing a quality education for your student.

We are excited about our partnership with you in your student's education. Please be sure to let us know if you have any questions.

Sincerely,
Southeast Academy Staff

SCHOOL CALENDAR

<div style="display: flex; justify-content: space-between; align-items: center;"> <div style="text-align: center;"> Southeast Academy School Calendar 2022-2023 </div>  </div>	
<u>2022</u>	<u>Important Dates</u>
All School Live Orientation Day	September 1
First Day of School / Beginning of 1st Quarter	September 6
Incoming Student Orientation Day	September 29
End of 1st Quarter	November 7
Beginning of 2nd Quarter	November 8
Fall Break	November 23-25 NO SCHOOL
Christmas Break	December 19-January 1 NO SCHOOL
Incoming Student Orientation Day	January 12
<u>2023</u>	<u>Important Dates</u>
End of 2nd Quarter	January 26
Beginning of 3rd Quarter	January 27
President's Day	February 20 No School
End of 3rd Quarter	March 31
Easter/Spring Break	April 1-April 10 NO SCHOOL
Beginning of 4th Quarter	April 11
Memorial Day	May 29 No School
End of 4th Quarter	June 12
Beginning of Summer Term	June 13
Independence Day	July 4 No School
End of Summer Term	July 14

ADMINISTRATIVE INFORMATION

SOUTHEAST ACADEMY IS A FULL-SERVICE ACCREDITED EDUCATIONAL INSTITUTION UNDER THE LEADERSHIP OF SOUTHEAST EDUCATIONAL ASSOCIATES, INC.

OUR HISTORY

Our ministry to Christian schools began in 1976 when we started providing educational services to churches desiring to start Christian schools. Southeast Academy began in 1984 as an additional service and ministry to families desiring to teach their children at home, yet desiring the support of an educational institution. The original mail correspondence program used a paper-based product.

In 2001, SEA, Inc. partnered with a leading, well-known Christian curriculum publisher. The company was looking for educational specialists with 25 or more years of experience. We were looking for a technology to use as a tool to better connect our teachers with our students. Since Southeast Educational Associates, Inc. had been working with Christian schools and homeschool families for 25 years, a partnership was born. That same year, 2001, Christian curriculum became available to Christian schools and homeschoolers in a CD format. The use of technology was revolutionary and the digital age in education began.

Because of our early adoption of technology, Southeast Academy has had the opportunity to impact improvements by making suggestions which have improved functionality for all users. Each year we have an opportunity to provide feedback to the developers, who in turn upgrade their product, so that it is now the most technologically advanced interactive multimedia-enriched online curriculum in the Christian market. We are pleased to have been a part of its roots and foundational development. We truly believe it is the most academically sound educational technology available.

Southeast Academy provides a flexible program, customized to meet the needs of each student. Our degreed teachers, counselors, and support staff are here to help you succeed in providing a quality education for your student.
Thank you for allowing us to partner with you!
You are in good hands!



STATEMENT OF FAITH

- We believe that both the Old and New Testaments are the inspired Word of God, revealing the three Persons of the Godhead: Father, Son, and Holy Spirit.
- We believe in the incarnation and virgin birth of our Lord and Savior Jesus Christ as true God and true man.
- We believe that man was created in the image of God, but is separated from God by sin.
- We believe that man is redeemed by grace through faith in Christ's vicarious atonement for sin, and through the shedding of His blood on the Cross.
- We believe that the gift of eternal life is available to all men, that those who receive Christ by faith are regenerated by the Holy Spirit and thereby become children of God.
- We believe in the bodily resurrection of Christ, His imminent return, and the resurrection of His people to life everlasting.

MISSION STATEMENT

In partnership with the home, Southeast Academy is dedicated to providing quality academic programs from a Christian worldview through individualized learning, professional expertise, and reliable academic support.

Purpose

Using innovative technology with successful educational practices to inspire students to follow biblical principles, equipping them to serve, lead and transform their world.

Core Values

Seek **Truth**.

Serve **Others**.

Embrace **Community**.

Exhibit **Compassion**.

Develop **Responsibility**.

Strive for **Excellence**.

FREQUENTLY ASKED QUESTIONS

Is Southeast Academy Accredited?

Yes. Southeast Academy is accredited by Cognia, the premier international accrediting agency. Southeast Academy is regionally accredited by SACSCASI, Southern Association of Colleges and Schools Council on Accreditation and School Improvement. In addition, Southeast Academy holds accreditation with the National Association of Private Schools. Southeast Academy also holds State Recognized Accreditation by the Virginia Council for Private Education (VCPE).

Will the credits be accepted if my student transfers to another school?

Southeast Academy's transcript is accepted by most high schools; however, schools may accept or reject any transfer credits at their discretion. If you anticipate a transfer to a local high school, we recommend that you contact the high school to verify that all credits earned while at Southeast Academy will be accepted towards graduation. It is the responsibility of the parent/guardian to ensure that the requirements for transfer are met if this is so desired.

Do you know my particular state's distance learning requirements?

Some states view enrollment in any form of distance education as homeschooling. Parents are responsible for being familiar with the home education laws in their home state and understanding how enrollment in Southeast Academy is viewed by their state department of education. Since Southeast Academy is an accredited distance learning school, generally there will be greater acceptance by your local officials. We strongly recommend that you become familiar with your state's homeschool regulations by viewing them at <http://www.hslda.org/laws/default.asp>.

Does Southeast Academy offer achievement testing?

Yes. Southeast Academy uses a nationally-normed and widely used achievement test which is delivered to Southeast Academy students in grades 3-12 via an online format. Students in grade 2 complete a paper-pencil version of the achievement test. All Southeast Academy students in grades 2-12 have the option to complete an annual achievement test. Pre-K – 1st grade students are not required to complete an annual achievement test at this time.

Will your program prepare my student for college?

Southeast Academy's College Preparatory Course of Study is designed to prepare students for entrance into university or college level coursework. Because each college or university has its own entrance requirements, the student or parent will want to consult with the preferred school to tailor a high school program which meets the specific requirements of that institution.

How does the content of Ignitia© compare to AOP's LIFEPAcs?

Ignitia originally drew from the LIFEPAc curriculum. Authors and editors have since updated the content, rewritten sections, reordered units, and enriched the material with multimedia presentations.

Can I use other curriculum?

Southeast Academy will provide all curriculum. However, we can accommodate if a high school student desires to enroll in an outside course, they may do so pending administrative approval. Outside courses must be pre-approved by our administration and must be a course that is not offered in Southeast Academy's course offering. There is a charge of \$50 per course to transfer the credit to Southeast Academy.

How much time does my student have to finish their course work for the school year?

Southeast Academy has 2 options—a standard 10 month school year and we offer a 12-month enrollment program for an additional tuition fee. If the 12 month plan is chosen, students will be given 12 months from their enrollment date to complete all assigned course work. This allows for additional time due to student medical needs, family circumstances, etc. Southeast Academy practices a rolling enrollment which means students may begin coursework on any date throughout the school year. A 12-month enrollment period allows for a more flexible schedule regarding completion of course work. Appropriate reasons for a more flexible schedule may include:

- Vacation
- Relocation
- Entertainer/Athlete
- Health problems
- Learning disability
- Bereavement

Requiring students to meet deadlines is essential in preparing them to be successful adults. Due dates are assigned to each assignment and alerts are provided should a student not meet their assigned deadlines. Southeast Academy relies upon a supervising adult, in addition to a support teacher, to monitor the student's progress to ensure the student completes all course work in the allowed amount of time. A typical unit may take 3-4 weeks to complete at the rate of 45 minutes of solid work each school day.

Southeast Academy will also continue to offer a traditional 180-day enrollment period for those families who desire to maintain a more customary approach to their student's education. An extension into our summer session will have a fee of \$275 per student if course work is not completed in their 10-month term

All students should complete their course work in accordance with the guidelines set forth in this handbook. Students who do not complete their coursework within the appropriate deadlines may be allowed an extension to complete their work as notated on the school calendar. If courses are not complete within the allowed time, the student will not receive credit for any unfinished courses unless the student re-enrolls and completes the course in the next term. They will then be readmitted to Southeast Academy only on a probationary status. Failure to complete a course by the deadline can result in a failing grade, loss of credit, and the necessity of repeating the course.

How quickly may my student work through the curriculum?

Students may work at their own pace but will be monitored closely by Southeast Academy teachers and administration to ensure that the student is not rushing through the work without mastery. Students can complete courses in a shorter period of time by occasionally doubling up on the hours of study or working on weekends and/or holidays.

Does my student have to be connected to the Internet while doing schoolwork?

Our online program, Ignitia, is fully web-based and requires high speed Internet.

Our online login has arrived—what do we do first?

Log in and verify that your student has been assigned the appropriate courses. Read the Parent/Student Handbook completely. This handbook should address most of your questions and concerns. Your login e-mail should also have the Student User Guide attached for download. Reading it will help you understand the functionality of the system. Should you desire a one-on-one demonstration, contact the Administration Office. Watch for an e-mail from

Southeast Academy with your login information for the parent portal and grade management site.

Should I use a content filtering service?

Yes, we recommend using content filtering which will provide options to prevent students from gaining access to objectionable content on the Internet. Additionally, a timer to keep your student on schedule and focused is helpful. Please see our internet safety guidelines on page 49 of this parent manual.

What should I do if my student is absent for one day? Do we need to notify Southeast Academy?

Yes. Although educating in the home does provide the opportunity for a more flexible schedule, students are expected to maintain daily progress. Parents should notify Southeast Academy and the student's teachers via e-mail of all absences. Students should make up past due assignments as quickly as possible.

How often should I check my student's progress?

Daily. Because parent involvement is critical to student success, we expect parents to review their student's progress each day. The parent is an essential team member.

What should I do when my student is ready for a quiz or test?

We ask that the overseeing adult monitors the quiz and testing time. Just like in a classroom, we want to insure our students have academic integrity. **NO outside resources may be used on a quiz or test unless it is previously approved by our administration or the teacher for that course.**

What should I do if my student needs help mastering academic concepts?

Students enrolled in the Online program with Elite Service may contact their assigned teacher(s) for academic assistance. Another option may be for the parent to secure a private tutor to assist the student.

Academic support is not included for students enrolled in the Online program with Premier Service, the Booklet program, or the Basic Online programs. If additional help or resources are needed, the parent will be responsible for arranging for Tutoring Support Services through Southeast Academy, or an outside tutor. Tutoring Support Services provide a personalized time frame with a teacher for discussing the concepts causing difficulty. Foundational concepts will be reviewed and the student's questions will be answered in order to help the student overcome any obstacles.

What can I do to help my student improve in penmanship?

Projects may be completed on paper for writing practice. However, students must type their work into Microsoft Word and upload it for the teacher to grade. Additionally, we recommend development of note-taking skills for grades 7-12. Booklet-based Penmanship courses are also available from Southeast Academy for additional writing instruction and practice for grades 1-6.

How do I receive a transcript with my student's high school credits and GPA?

Parents may request an unofficial transcript at any time. Upon withdrawal, we will, on written request from the new school, supply an official transcript to the school. When your high school senior graduates, we will send one unofficial transcript to you. We will forward, free of charge, one additional official transcript to any college on written request. Each additional transcript will cost \$15.00.

RELATIONSHIP AND RESPONSIBILITIES

Our relationship is based upon a mutual understanding of the goals and responsibilities of Southeast Academy and those of the parents to whom we have the privilege of providing service.

SOUTHEAST ACADEMY RESPONSIBILITIES

- Help parents fulfill their God-given responsibility to educate their children.
- Accept students at their current skill level.
- Prescribe a suitable course of study from the results of the placement testing.
- Supply the necessary curriculum.
- Support parents with quality technical, administrative, and academic assistance.
- Instruct, evaluate, grade, record, and report student achievement in a timely manner.
- Issue a diploma upon successful completion of all graduation requirements.

PARENT RESPONSIBILITIES

- Communicate with the school at all times, regarding questions, placement, or curriculum, and follow up if they have not heard back from the school within 24 hours.
- Know and abide by the homeschooling laws of their country, state, and county.
- Go to <http://www.hslda.org> for a brief description of state laws and the corresponding website and e-mail address of the homeschooling association for each state.
- Become familiar with the Southeast Academy online learning system by reading the user manuals.
- Pay tuition according to the terms set forth in the Financial Enrollment Agreement.
- Encourage and maintain a high level of student integrity.
- Guide and motivate the student to complete the assigned work according to the lesson plan, which details the assignment due dates.
- Supervise the student in such a way that maximum learning and achievement may take place.
- Help keep the communication lines open by letting Southeast Academy teachers know when the student is struggling or is frustrated.
- Require the student to observe rules of online etiquette and behavior.

PARENT AGREEMENT

As the parent/guardian, I understand and agree to the following:

I understand that Southeast Academy does not discriminate on the basis of race, color, or national origin.

I pledge to read through the Student Guide to acquaint myself with the program functionality.

I understand that a traditional academic year is considered to be 180 school days. Should I choose to have my student's course work scheduled for the traditional school year, I understand that Southeast Academy offers a brief Summer Term to allow additional time for completion of a full year of course work.

I understand that I may choose to have my student enrolled in the 12-month enrollment option which will allow my student 12 months from the date of enrollment to complete all assigned course work.

I understand that Southeast Academy is accredited with Cognia and NAPS. However, accreditation does not guarantee the transfer of high school credits, since local school districts or institutions may create their own policies on credit transfer. Some schools or colleges may require additional validation of academic achievement.

I understand that homeschooling laws may apply because the student is working at home. We agree to comply with the homeschool laws presiding in our state. (Go to this link to determine your state laws: <http://www.hslda.org/laws/default.asp>).

I will take every precaution to prevent student fraud, cheating, or plagiarism. Should fraud, cheating or plagiarism occur, I accept the consequences as set forth in the Plagiarism Agreement.

I will not allow my student to take a test unless I am present to observe that he/she is not using any improper helps, such as notes in a computer document or on paper, calculator, etc.

I understand that it is my responsibility to oversee my student's academic progress and further, I understand that my student is expected to complete the assigned program of study within the assigned timeline as displayed in my student's Lesson Plan. If it is evident that my student is unable to do so, I will immediately contact the Administration Office.

I will ensure that my student submits work on a regular basis to allow for ongoing oversight by school personnel. I further pledge to keep my student's teachers fully informed of any circumstances that might affect my student's educational progress. I will support their efforts to teach my student.

I will require breaks away from the computer to prevent eye strain, stiffness, and headaches.

I will use an up-to-date anti-virus program to protect my student's computer so that the computer is in optimum condition. SEA recommends <http://free.avg.com/us-en/homepage>.

I acknowledge that Southeast Academy's curriculum is written from a Bible-centered, Christian worldview in accordance with the published statement of faith.

I understand that completion of an annual Achievement Test is required for grades 3-12.

I understand that the registration fee is non-refundable once it has been processed, regardless of placement test results, curriculum placement, parental decision, or any other factors.

I have read and understand the withdrawal policy.

I pledge to make tuition payments as scheduled. If I choose to pay installments with a credit or debit card, I understand that the remaining payment(s) will be automatically charged each month. Failure to make payments on time will result in temporary suspension of my student's online access until payment arrangements have been made.

I understand that Southeast Academy reserves the right to cancel enrollment at any time due to non-payment of fees, unsatisfactory progress, program abuse or plagiarism, or failure to follow school policies and procedures. Any unpaid tuition must be paid before records and transcripts are released.

I have read and understand the parental responsibilities outlined in this agreement and I have signed and returned to Southeast Academy the Parent Agreement e-mailed to me. I agree to print and retain a copy for my records and I understand that my signed copy will remain on file in the Administration Office of Southeast Academy. In the event of a conflict or question about policies and procedures, parents will be directed to review the signed agreement.



RELATIONSHIP WITH YOUR STATE

Depending on your state's educational laws, distance education may be qualified as home education and subject to the homeschool laws of your state. In some states, the accreditation of Southeast Academy will allow it to qualify under private school educational laws. In either case, it is your responsibility to check with your state Department of Education to verify your state requirements. You will also be responsible to ensure that all required documents have been submitted in order to meet homeschool requirements in your state.

ENROLLMENT POLICIES

Our enrollment process involves several steps that assist our staff in providing the best educational service for you and your student.

STEPS TO ENROLL

1. Go to our website: <http://southeastacademyonline.com/>.
2. Hover over the tab that says, "Enroll Today," and click "New Student Registration."
3. Select the number of students that you would like to enroll.
4. Fill in the boxes with each student's information.
5. Enter parent information.
6. Type in your electronic signature and click "Submit."
7. Pay the \$125 registration fee online using PayPal or contact our office at (276)496-7777 ext. 221 to pay by MasterCard or Visa.
8. If your student requires placement testing, you will receive an e-mail containing instructions and your student's login credentials for gaining access to the Southeast Academy Placement Test within 24 hours of your paid registration. Students in 2nd grade will be given a paper placement test which will be shipped (via UPS) to you.
9. Your student's testing environment must be quiet for maximum concentration. Allow at least two days for testing. Exact testing length will depend on the student's grade level and diligence. Students should complete the Placement Test in at least five days.
10. Upon completion of testing, send an e-mail to: service@southeastacademyonline.com informing our counselors that your student has finished the placement test.
11. Should you require technical assistance during the online placement testing, please call Technical Support (877)251-6662 between the hours of 7:00 am and 5:00 pm CST. Be sure to have the student login information handy.
12. Upon receipt of your completion notification, an academic advisor will review your student's permanent records and evaluate the placement test results. A course of study will be prescribed to meet your student's individual needs.
13. When all required documents are signed, returned, and tuition fees paid, the URL address and log in instructions will be e-mailed to you.

Once a student's enrollment has been finalized, the student will be considered to be enrolled in Southeast Academy until a written notice of withdrawal is received.

NONDISCRIMINATION POLICY

Southeast Academy admits students of any race, ethnic origin, gender, creed, or nationality and does not discriminate in employment opportunities on the basis of race, ethnic origin, gender, creed, nationality, age, disability, or any other.

POLICY REGARDING LEGAL CUSTODY OF CURRENT/PROSPECTIVE STUDENTS

The following are guidelines for verifying custody when questions arise during enrollment:

1. A single parent, grandparent, or foster parent must provide written documentation of the legal custody of the child enrolled, i.e., a court decree or private settlement agreement.
2. Only the person who has legal custody of the child has the authority to make decisions regarding the child's education.
3. If divorced parents share custody of the child, both parents must agree on decisions relating to educational matters (written documentation of shared custody is required).
4. Grandparents and foster parents may need approval from the child's natural parents regarding educational decisions.
5. Legal custody of the child must be established before enrollment is completed.
6. The legal custodian must sign the school enrollment contract.

Foster Parents must provide the school with legal documents showing that they have legal custody and the authority to make educational decisions for the child they are enrolling.

If a grandparent is merely a caregiver and does not have legal custody, the school enrollment contract must be signed by both the parents and the grandparents.

Written directions in official custody documents must be followed. Verbal communication in these regards is not acceptable. These directions may include items such as which parent is to:

1. Be called in an emergency, if the child fails to make satisfactory progress, or if there is a discipline problem;
2. Receive school notices; and
3. Have access to the student's record.

CHILD ABUSE AND NEGLECT POLICY

Pursuant to Virginia Code 63.2-1509, the Virginia Legislature mandates that all teachers or other personnel employed in a school, kindergarten, or nursery school (public or private) who has cause to believe that a minor child is being or has been abused or neglected, must report the suspected abuse or neglect immediately to the local Social Services office near the child's place of residence, or in the locale wherein the abuse or neglect is suspected to have occurred, or to the Virginia Department of Social Services' toll-free child abuse and neglect hotline: (800)552-7096. For students not residing in the state of Virginia, their home state department of social services shall be notified. Southeast Academy will comply with this mandate. This policy shall apply to all Southeast Academy employees. Employees who fail to report suspected abuse or neglect will be subject to disciplinary action and/or criminal charges. Any employee who reports suspected activity will not suffer retaliation or adverse action in relation to their report.

STUDENT DIGITAL LITERACY REQUIREMENT

Southeast Academy seeks to promote and maintain digital literacy for all students by providing a highly innovative online curriculum. Alpha Omega Publications' Ignitia program is the most technologically advanced interactive and multimedia-enriched online curriculum in the Christian market. The online program is recommended for all students in grades 3-8. Southeast Academy students in grades 9-12 are required to be enrolled in our online curriculum program. In order to meet Southeast Academy graduation requirements, all high school students must complete 1.0 credit (two semester courses) in Computer Skills courses.

The following are the system requirements for the Ignitia program:

Ignitia operates on Windows® or Macintosh® operating systems. Each user workstation should have the following software installed:

PDF Reader

- Adobe Acrobat Reader DC (version 2015 or higher) *or the latest version of a browser that supports built-in PDF viewing, such as Chrome or Firefox.* (Grade reports and other reports are generated as a PDF file.)

Supported Browsers

- Google Chrome version 64 or higher
- Firefox version 57 or higher
- Microsoft Internet Explorer version 11 (For users of Internet Explorer on Windows 8, Ignitia must be operated in the Desktop version of Internet Explorer.)
- Safari version 9 or higher

Browser Settings

- Passwords: Disable features that automatically save passwords.
- Disable AutoComplete, as it often looks like a list of answers from which to choose.
- Caching: Enable caching, but set browsers to clear the cache when closed.
- JavaScript: JavaScript must be enabled for pages to render correctly.

Filtering

*.glynlyon.com, *.sooschools.com, *.sooschools.net, *.ignitiaschools.com, *.ignitiaschools.net, and *.speechstream.net must be added to the whitelist of any filtering, proxy, or firewall programs/servers in use.

https://www.aopschools.com/ignitia_support

PLACEMENT TEST POLICY

All new students in grades 2-12 must complete a placement test before enrollment can be finalized. The following steps outline this process:

2nd Grade – Paper Testing Format

- The LIFEPAK Placement Test will be shipped to the parent's street address via UPS:
- The Placement Test should be completed and returned to the Southeast Academy Administration Office within five business days of receipt.

3rd-12th Grade – Online Placement Test

- Students will begin the placement test two grade levels below their current grade level.
 - 3rd grade students will begin testing at Level 3.
 - All High School students will begin the Math Placement Test at Level 7.
- The Placement Test should be completed in no more than five business days.
- Once the Placement Test has been completed, please e-mail the Southeast Academy Administration Office to notify our counselors that the test is ready for evaluation.

CONDITIONAL ENROLLMENT AND PROBATION

Conditional enrollment may occur if the Academy questions whether our program would be suitable for a particular student or situation, particularly if initial placement test results are inconclusive or if there is a poor attendance or payment history.

Certain students may also be required to enroll in the Elite Service program in order to meet student accommodations or if the student has a history of excessive absences or truancy. At the sole discretion of Southeast Academy, students who do not follow Southeast Academy policies risk possible probationary status or withdrawal, either academic or behavioral. Should probation be approved, the student/parent must agree and sign an agreement which will detail the conditions of the probation. Failure to follow the terms of the contract may lead to dismissal. No refunds are granted if a student is administratively withdrawn for any reason. The full financial enrollment agreement must be satisfied.

ACCREDITATION

When enrolling in Southeast Academy, parents have the assurance that both the curriculum and the delivery system have met rigorous standards of quality set by educators nationwide. Southeast Academy is currently accredited by [Congnia, Southern Association of Colleges and Schools \(SACS\) Council on Accreditation and School Improvement \(CASI\)](#) and [National Association of Private Schools \(NAPS\)](#). In addition, Southeast Academy also holds State Recognized Accreditation by the [Virginia Council for Private Education \(VCPE\)](#).



ACADEMIC PROGRAMS

Refer to "Our History" in the Administrative Information section of this handbook to gain an understanding of our expertise. We are confident of our ability to meet the needs of a diverse population of students and of the superior academic quality of our diverse product lines. Because of our ability to provide academic support via the Internet and the tools offered in the Alpha Omega Ignitia program, we chose to use the Ignitia online program for grades 3-12. For students in grades Pre-K-2, we offer booklet programs utilizing the Horizons and LIFEPAK curricula.

SUMMER SCHOOL

When a student on the traditional Sep-June plan does not complete his/her work by the end of their 10 month term, summer school will be necessary. Cost: \$275

Newly assigned courses will be assessed standard tuition fees. At the end of the Summer Term, all incomplete units will be graded as zero, unless the student's enrollment is finalized to continue through the following school term. If a satisfactory overall grade has not been met, the student will be required to complete the course with passing grades during the following term.

IRREGULAR ENROLLMENT TERMS

Late fall enrollment: Students enrolling in the traditional term, transferring in with completed and passing work, are charged tuition only for the months they will be attending. Example: December - June are charged 7 months instead of 10. Students not completing their work by the end of the 4th quarter would need to enroll in summer school. Cost: \$275

Late enrollment, needing a full year of work: Enroll in the 12 month plan. You can finish early but would have the full 12 months to complete work as well. Full financial obligations are still due even if your student finishes early.

ACHIEVEMENT TESTING

Southeast Academy is pleased to offer a nationally-normed, widely-accepted achievement test delivered to Academy students through a secure online browser.

All students must test during the scheduled testing window. If a student does not complete testing during the scheduled testing window, the parent/guardian will be solely responsible for procuring another achievement testing option.

All students in grades 3-12 must complete the online achievement test, unless previous arrangements have been made and approved by the Academy.

SOUTHEAST ACADEMY TUTORING SUPPORT SERVICES

Southeast Academy offers Tutoring Support Services for students enrolled in the Online program with Online Parent-Teacher Led program, Distinctive Service and Elite Services. Thirty-minute tutoring sessions may be purchased and scheduled, based on individual student need and teacher availability.

Cost

1 Session \$30.00

Payment must be provided prior to scheduling a tutoring session. Please contact the Southeast Academy Administration Office to schedule Tutoring Support Services.

SOUTHEAST ACADEMY STUDENT SERVICES – ACCOMMODATIONS POLICY

Southeast Academy strives to provide an equitable learning experience for all students. In an effort to ensure that all students are given an equal opportunity to achieve success in their courses, special accommodations may be made for students having an IEP, a 504 Plan, or other educational services plan in place. In addition, custom courses may be created for individual

students to offer essential grade level concepts presented on a level concurrent with the student's current level of learning.

Select accommodations may be offered to students already having an educational plan in place. These accommodations may include, but are not limited to, the following:

- Extended Time: Allowing for three school days to complete written projects, essays, and/or reports.
- Reduced Word Count: Word count requirements for written projects, essays, and/or reports may be reduced by up to 50% per teacher discretion.
- All quizzes and tests may be reset one time.
- Text-to-Speech Tool: This tool allows the student to highlight portions of the text to be read aloud.
- Special Projects: The teacher may assign a special project to be completed in lieu of the pre-assigned projects, based on individual needs.
- Lessons may be reassigned to increase retention (at teacher discretion).
- Projects, essays, and/or reports may be submitted once for teacher review and suggested edits. The student would then have the opportunity to make the suggested changes before submitting the final draft.

Additional accommodations and/or modifications may be given on an individual basis.

Accommodations are available only to students enrolled in the Online program with Elite Service.



EMERGENCY PLAN FOR EXTENDED LOSS OF SERVICE

In the event that a student loses internet connection due to an extended loss of internet service in a natural disaster or other event, here are the provisions that Southeast Academy can make to help a student complete their year successfully.

1. Southeast Academy's LMS (*curriculum*) units would be adjusted to include only core new concepts to meet learning objectives for that grade level. Review lessons and units would be removed.
2. Southeast Academy's LMS term dates can be altered without financial penalty to the family.
3. Age appropriate books lists below for reading when a student has a prolonged situation of loss of internet service.
 - Credit can be given to history, Language Arts, Science units, depending on the book read and summary given by the student.
 - Vocabulary words from the book are to be used to write a story or other creative sentences for credit to spelling lessons and quizzes.
 - Other creative project options combined with reading can be given by Southeast Academy teachers.
4. Southeast Academy will grant Bible units credit for service projects done during the catastrophe.
5. Elementary Students can receive math credit for the use of flash cards, games with flash cards, or other worksheet activity that the parent gives evidence for once they are back online.
 - Simple Practice: log amount of time each day and type of flashcards used and mastered.
 - War: player with highest answer on flashcard wins the hand
 - Counting Objects: Using counting objects such as cereal, Legos, pennies, rocks, or any tiny countable tiny objects, have your child create a number sentence for each flashcard.
 - Maze: Scatter flashcards around a room in a random order.
Players must find and organize the cards by their answers from least to greatest.

BOOK LISTS BY GRADE

1st Grade:

- Frog and Toad Books
- Bright and Early Books
- Mother Goose Rhymes

- Danny and the Dinosaur books
- Nate the Great books
- Fables at early reading levels
- Amelia Bedelia books
- Other level 1 easy readers

2nd -3rd Grade:

- Magic Tree House Books
- Box Car Children Books
- Mouse and the Motorcycle books
- Hans Anderson Stories
- Classics for Children
- Other Level 2-3 easy Chapter books

4th-5th Grade:

- Charlotte's Web
- The Lightning Thief + others in the series
- Mr. Popper's Penguins
- Encyclopedia Brown Series
- Little House on the Prairie Series
- Paddington Stories
- Just So Stories by Rudyard Kipling
- American Adventure Series
- Charlie and the Chocolate Factory
- The Borrowers Series
- A Little Princess
- Mrs. Piggle Wiggle Series
- Other parent approved chapter books

6th-8th Grade

- The Lion, The Witch, and the Wardrobe + series
- Little Women
- A Series of Unfortunate Events Series
- The Lightning Thief + others In this series
- Robinson Crusoe
- Johnny Tremain
- Old Yeller
- Where the Red Fern Grows
- Anne of Green Gables
- Rascal
- Treasure Island
- Legend of Sleepy Hollow
- God's Smuggler
- Pilgrim's Progress
- 39 Clues Book Series

- Other parent approved chapter books

Helpful Link: <https://hiphomeschoolmoms.com/books-for-middles-upper-elementary-ages/>

Highschool Suggestions:

- Catcher in the Rye
- Of Mice and Men
- Percy Jackson
- Hunger Games Trilogy
- Alex Rider Series
- Inheritance Series
- Michael Vey Series
- Redwall Book Series
- Hatchet Series
- The Looking Glass Wars
- The Screwtape Letters
- Kingdom's Dawn's Series
- Do Hard Things
- Start Here: Do Hard Things Right Where you are
- The Case for Christ: Student Edition
- The Adventure of Jack Lime Series
- Terrestrial Chronicles Series

Helpful Book Lists Online:

- <https://www.thegospelcoalition.org/blogs/justin-taylor/a-complete-classical-christian-school-reading-list-grades-1-8/>
- <https://hiphomeschoolmoms.com/books-for-teens/>

CURRICULUM OPTIONS

With our extensive course offerings, we have the ability to offer a variety of curriculum options to meet the needs of our students.

PRESCHOOL PROGRAM

Based upon the most perfect source available, the Bible, the Horizons Preschool curriculum used by Southeast Academy provides a detailed Teacher Manual. Students gain a strong foundation in phonics and learn that God is the beginning of all things. Brightly colored and engaging lessons capture the young learner's attention and interest. Southeast Academy staff will provide the support you need to get your child off to a strong start academically.

KINDERGARTEN PROGRAM

Southeast Academy utilizes the Horizons Kindergarten curriculum because of its emphasis on developing higher reasoning abilities, utilization of hands-on learning opportunities with

manipulatives, and the emphasis on memorizing and drilling math facts and computational skills. There are no tests for the Kindergarten curriculum. Parents are required to grade/evaluate the entire completed workbook and submit the workbook for administrative review. An Academic Report Form must be submitted with each submission of completed work.

LIFEPAC AND HORIZONS BOOKLET PROGRAM

1st – 2nd grade students complete courses through our booklet curriculum via LIFEPAC and/or Horizons booklets. (Online options begin at the 3rd grade level.)

LIFEPACs are designed with 10 units per subject for each grade level. Each unit has a test which must be completed and graded. Parents are required to keep a copy of all tests that have been submitted. Each test must be submitted along with the Academic Report Form. Southeast Academy reserves the right to request the LIFEPAC booklets be returned for evaluation.

Horizons booklets contain a number of tests in each booklet. The grade for each individual workbook will be based on the average test grade. Horizons workbooks must be returned in their entirety for evaluation, along with an Academic Report Form.



ONLINE CURRICULUM

Our online program utilizes the Ignitia curriculum and is available for 3rd-12th grade students.

Grades 3-8: Academic Service Options

Our online program consists of three service options for 3rd-8th grade students: Basic Online (3rd-5th only), Premier Service and Elite Service. The following chart outlines the features of each Service option. *Grades 9-12* Students in grades 9-12 are required to enroll in the Online program with Elite Services. **No exceptions.**

Online - Distinctive Service	The Distinctive Service option provides Teacher Grading for all assignments without the added cost of full Teacher Support. Optional Tutoring Support Services may be purchased if needed. All grading will be performed within 24 hours (during normal office hours).
Online - Elite Service	The Elite Service option provides FULL Teacher Support to include Teacher Grading, as well as Teacher assistance via messaging and email. Teacher Support Services will be provided within 24 hours (during normal office hours).

Options	Distinctive	Elite	
Grade Level	Grades 3-8	Grades 3-8	Grades 9-12
Academic Advisor	Y	Y	Y
Technical Support	Y	Y	Y
Support via Email	Y	Y	Y
Program Support via Messaging and email	Y	Y	Y
Tutoring Packages Available	Y	Y	Y
Online Curriculum Available 24/7	Y	Y	Y
Teacher Grading	Y	Y	Y
Student Teacher Interaction via help messaging	X	Y	Y
Record Keeping/ Admin Support	Y	Y	Y
Accredited Transcripts	Y	X	Y
Accredited High School Diploma	X	X	Y
Multi-Student Discounts per Family	Y	Y	Y
Discounts for Full Year Payment	Y	Y	Y
5 Subjects: Math, Language Arts, History, Science, and Bible	Y	Y	Y
6 course Credits (Based on Academic Projection for Graduation)	X	X	Y
Grades 6-8 Four electives to choose from *	Y	Y	X
Grades 9-12: Over 80 electives to choose from *	X	X	Y
Part-time Enrollment	X	X	Y
Y = Available X = NOT Available			

* Offered at an additional cost

Teacher Availability

Southeast Academy teachers are available during regular office hours Monday – Friday, 8:30 am – 4:30 pm (Eastern). Please allow at least 24 hours in response time for messages/requests sent to Southeast Academy staff and teachers within normal office hours, excluding school holidays and weekends.

BASIC CURRICULUM SERVICE

The Basic curriculum options are for grades 3-5 only. All grading will be subject to administrative review.

Online

The Online program with the "Basic" option offers the convenience of the Online program without the additional cost for academic support services. Parent-teachers are responsible to oversee all course work, manually grade all assignments not automatically graded by the online system, and provide academic support and assistance to their student(s).

Online - Basic Service	The online Basic program is "parent-teacher" led, which allows for the convenience of the online program without the added cost of teacher grading and teacher support. The parent-teacher will be responsible for oversight of all coursework and manual grading of all assignments not automatically graded by the system. The parent-teacher will also provide academic support and assistance to their student(s). Parent-teachers will be required to complete an academic report form on a quarterly basis to be submitted to the academy by the quarters end dates as listed on the school calendar.
Options Available	Grades 3-5
Academic Advisor	Y
Technical Support	Y
Support via Email	Y
Program Support via Messaging and email	Y
Tutoring Packages Available	Y
Online Curriculum Available 24/7	Y
Teacher Grading	X
Student Teacher Interaction via help messaging	X
Record Keeping/ Admin Support	Y
Accredited Transcripts	Y
Multi-Student Discounts per Family	Y
Discounts for Full Year Payment	Y
5 Subjects: Math, Language Arts, History, Science, and Bible	Y
Y = Available	
X = Not Available	

ADDING ELECTIVES

At the middle school level, students may add Career Explorations, Keyboarding and Applications, or Principles of Coding as an elective. At the high school level, certain electives are required in order to meet graduation requirements. Elective credit requirements for high school may be met with Southeast Academy elective courses or by taking an outside course pre-approved by administration. Guidelines for these courses are listed on page 40; however, more specific guidelines may be discussed with Southeast Academy Administration during the approval process. A list of elective and CTE courses can be found on pages 42-45, as well as on our website: <http://southeastacademyonline.com/by-grade/electives/>

PROGRAM CHANGES

Parents who wish to switch from the Online program with Premier Service to the Elite Service option, and vice versa, are advised to do so at the start of a new semester if at all possible. At times, an adjustment period is needed for the parent and student to become acclimated to the curriculum. For those who find it necessary to change curriculum and/or courses in the middle of a program, a processing fee of \$50.00 will be assessed.

GRADE REPORTS

Grade reports (report cards) will be released at the end of each semester. Grade reports may be viewed online for all students. Parents may view or print grade reports at any time on our grade management site: <https://www.fotismos.org/security.aspx>. Upon enrollment, you will receive an e-mail with your login information for this site.



ACADEMIC POLICIES

While enrolled in Southeast Academy, students and parents will be responsible for following all policies and regulations. The Parent/Student Handbook addresses these policies. Please access the Handbook for reference throughout the school year.

For an introduction to our online system and policies, please watch our [Introduction Video](#).

ONLINE ASSIGNMENTS

For students enrolled in the Online programs, consistent completion of assignments is critical. Students should complete work on the assigned due dates. If extenuating circumstances arise, students have the opportunity to complete any missed work before continuing on to their regularly scheduled work. Students also have the flexibility to work ahead to cover scheduled vacations or other planned absences.

The online system is designed with reliability and function in mind. When a student submits an online assignment, the assignment information is stored on our secure servers. **Student assignment information is not saved in the student's computer.** All information is saved in the system. If you have any questions regarding this, please contact our Technical Support team: 877-251-6662.

ATTENDANCE POLICY

Students are required to maintain satisfactory academic progress during their period of enrollment with Southeast Academy. Assignments should be completed on a regular basis.

Parents are required to provide advance written notice to the student's teachers of all absences. All overdue assignments must be completed in a timely manner, regardless of the reason for the absence.

ACADEMIC PROBATION

A student may be placed on Academic Probation for failure to complete work on a regular basis, or for infractions of our Academic Integrity policy. Once a student is placed on Academic Probation, the parent will be notified via email and phone. The student will be subject to frequent monitoring of progress. If immediate improvement in progress is not shown, the student may be administratively withdrawn. Once administratively withdrawn, students are no longer eligible for enrollment in Southeast Academy at any point in the future. No refunds and full year tuition is due.

LIFEPAC AND HORIZONS REPORTING

An Academic Report Form must be submitted to Southeast Academy each time booklet work is submitted. The best way to turn in this information is electronically! If that is not possible, the parent is responsible to make a copy of each test before mailing. Southeast Academy is not responsible for items lost in shipment to the Academy.

All tests will be graded by the parent-teacher and the grade recorded on the Academic Report Form. The student's work will be reviewed by a staff teacher.

ONE UNIT OPEN POLICY

Southeast Academy operates on a **one unit open policy**. This simply means that the student is allowed to work in only one unit of the same subject at one time. A student must complete all assignments in one unit (to include one project) before taking the test. Online students must complete all assignments, including the project, before working to the test. Once the test has been completed, no work may be reassigned or submitted for that unit.

PROJECTS

Projects must be submitted by the time the test has arrived. The project will receive a zero if it is not completed by the time the test is ready to be unlocked. This will occur regardless of date. Please make sure you plan time for a project even if you are working ahead.

Grades 3-8

- 1 project will be required to be completed per unit in Language Arts, History, and Science courses.
- Projects will not be required for Math and Bible courses.

Grades 9-12

- 1 project will be required to be completed per unit in all subjects (with the exception of Physical Education, Physical Fitness, and any one-unit electives, in which **all** projects are required).
- Honor students must complete two projects in each unit. This may include a Special Project.
- A passing grade for the project may be required for some courses in order to receive course credit.

Grades 6-12:

- All projects must be formatted in a document at the top with the *Student's Name Teacher Name, Subject, and date.*
- The title of the project will be centered before the body of the project begins.
- Sources will be listed on the final page, titled "Works Cited."
- Grades 7-12 will use the MLA format of citation.
- This document can be shared via google docs with a link or uploaded with another document program.

All projects should be submitted in final form and may be graded as is without being returned for adjustments. (Exception: Teachers may choose to return certain Language Arts writing projects for revision.)

All research must be properly cited using Modern Language Association (MLA) style; otherwise, the project will have significant point deductions OR the teacher may not accept the project at his/her discretion.

The content within any creative composition, or the chosen theme, must conclude with an emphasis upon a Biblically-sound resolution. Papers which contain stories or statements placing unsavory characters or sinful actions in a positive light will be returned at the teacher's discretion. If the paper is returned for the student to rewrite, the teacher will provide Scriptural references showing why the topic or resolution is considered unscriptural or not biblically-sound. The student will rewrite the paper accordingly. Each time a composition is returned under these conditions, the final grade for the new or revised paper will be dropped to the next lower grade. For example, a B grade on the second approved submission will result in a C grade. Careful

consideration should be given for selected topics to avoid this penalty. If in doubt, seek advice from your teacher in advance.

Projects must be submitted by the completion of all assignments in the unit so that the test may be unblocked in a timely manner. **If the student fails to submit a project for that unit and has worked up to the test**, the student will receive a zero grade for the project and the test will be unblocked.

EXTRA CREDIT

Each course unit will have an optional Special Project which the teacher may assign for extra credit. This Special Project will be in addition to the pre-assigned project for the unit.

ALTERNATE TEST POLICY (LIFEPAC)

An alternate test may be assigned if the grade on the original test is below 60%. Parents should ensure that the student has reviewed his or her notes and the LIFEPAC material before taking a test. The score on the alternate test will be recorded as the final score.

QUIZZES AND TESTS (ONLINE)

A quiz or test may be reassigned if a technical issue has occurred. If a technical issue has occurred, the parent/guardian is advised to immediately contact Technical Support (877-251-6662), which is a FREE service. Please contact Technical Support before contacting the teacher to request that the quiz/test be reassigned. The parent/guardian should comply with the solution(s) offered by the Technical Support team, which may include allowing remote access to the student's computer. Students will not be penalized for technical issues. Typically, the majority of technical issues are not problems within the Ignitia program itself, but rather are associated with the student's network, internet speed, or failure to follow the directives listed below. A quiz may not be reassigned if the student has fully completed the quiz. If all questions have been answered, the quiz will be graded as is. The grade on a fully completed quiz will be the final grade. This policy shall apply to quizzes in open units only. Once the test has been taken, the unit is considered closed.

Proper Procedures

- When a student clicks on a quiz or test, they are asked to verify that they are ready to open the quiz or test by clicking, "I'm Ready to Start." If there is any doubt, the student should click "Not at the Moment."
- If a student enters a quiz or test and clicks "Back," or hits the Backspace key, this will show as an attempt and result in a zero grade. **DO NOT CLICK THE BACK BUTTON AT ANY TIME IN A QUIZ OR TEST.**
- Students may have only ONE internet browser open at a time. Having more than one internet browser open may cause an interruption in the program.
- The parent/guardian must always supervise the student while taking a quiz or test.

Important Steps

There are important steps to take if a student has a technical issue while taking a quiz or test:

1. Contact Technical Support: 877-251-6662.
2. Follow the instructions given by the Technical Support representative.
3. Contact the teacher by e-mail or Ignitia message to request that the quiz be reassigned.

NOTE: In the event that there is an alternate form of the quiz available, the alternate form of the assignment will always be assigned, rather than having the original quiz reassigned.

ALTERNATE QUIZ AND TEST POLICY (ONLINE)

An alternate quiz/test may be assigned if the grade on the original quiz/test is below 60% or due to a technical issue. (Students should review their notes and lessons before taking quizzes and

tests.) The score on the alternate quiz/test will be the final score. The parent/student must request that the alternate quiz/test be assigned by the teacher. For maximum learning, applicable lessons preceding an assigned alternate quiz may be reassigned at the teacher's discretion.

LESSONS (ONLINE)

Student settings allow enforcement of mastery learning. Your student's lessons will require a Pass Threshold of 80%. This means your student must achieve 80% on each lesson before advancing to the next assignment. Lessons are viewed as instructional and are returned to the student for correcting errors when the Pass Threshold is not achieved. Students will have up to five attempts to achieve 80% mastery on each lesson.

The teacher may use discretion in determining what steps can be taken to ensure mastery. These steps may include repeating lessons or additionally assigned customized lessons or videos.

ADD/DROP POLICY

A course may be dropped upon written request from the parent/guardian and must be approved by Southeast Academy administration. All courses dropped after the student has begun working will be marked as incomplete.

Courses may be added upon approval if the academic counselor deems the student can realistically complete the course by the end of the current term.

FINAL WORK POLICY

Once a unit test has been taken, the unit is closed. No work from that unit can be reassigned. Once the final test in the final unit of a course is taken, the course is closed.

WARNING: Projects not submitted will receive a grade of 0% after the final test is completed. Course credit is not based on the number of days in attendance, but rather on course completion. All courses must be 100% complete with a passing score, in order to be awarded credit for the course.

GRADING POLICIES

WEIGHT SYSTEM

Each unit is weighted equally toward the yearly average. Individual unit grades are calculated using the following weights (unless individualized to meet a specific need):

Online Program (Grades 3-12)	LIFEPAC	LIFEPAC w/Projects
Tests = 35%	Tests = 100%	Tests = 75%
Projects = 15%		Projects = 25%
Quizzes = 15%		
Lessons = 35%		

GRADING SCALES

Pre-Kindergarten and Kindergarten (Horizons) Grading Scale

S = Satisfactory	81 – 100
I = Improvement Needed	60 – 80
U = Unsatisfactory	0 – 59

1st – 12th Grade Grading Scale

A+ = 97 - 100%	A = 93 - 96%	A- = 90 - 92%
B+ = 87 - 89%	B = 83 - 86%	B- = 80 - 82%
C+ = 77 - 79%	C = 73 - 76%	C- = 70 - 72%
D+ = 67 - 69%	D = 63 - 66%	D- = 60 - 62%
F = 0 - 59%		

Course grades are calculated by semester. Letter grades generated by the online reports are helpful but not final, because they do not distinguish between plus and minus and can be generated with any date range, not just by semester. Final semester grades on the transcript will be the calculated average of all five or six units.

FAILING A COURSE

Any student in danger of failing at the end of the semester may elect to repeat the semester for an added fee. The first and second semester grades will be averaged to attain the final average for the course.

ACADEMIC INTEGRITY

No student is to share work with another student. Misconduct regarding coursework will be treated as a violation of academic integrity. Students will be disciplined in an appropriate manner.

PLAGIARISM

Definition: Apart from what is considered to be "common knowledge," whether intentional or not, plagiarism will occur when written material is submitted without proper citation, or credit of the author. The content has originated from another source and is submitted as the student's own thoughts or opinions.

Understanding and avoiding plagiarism is a part of the educational process.

Southeast Academy desires to instruct and prepare students and parents to avoid plagiarism and to give proper credit in their research. Southeast Academy understands that questions may arise in the minds of students regarding various aspects of plagiarism. We recognize that this is an educational topic that we desire to teach our students. Students should know that they will be held accountable for what is intentionally plagiarized, not aspects of plagiarism they do not comprehend. However, it is the responsibility of the student to learn how to avoid plagiarism.

All new students and students re-enrolling for the 2021-2022 school term will be required to view a brief video on documentation and academic integrity. This video will detail how to cite sources properly and how to avoid plagiarism. The video is designed to help you understand our expectations and provide you with tips and instruction on how to successfully complete Southeast Academy courses. This video must be viewed before enrollment can be finalized.

All projects that require research and source citation must have a Works Cited page in order for them to receive proper credit. Reports that require a Works Cited page also require the use of in-text citations called parenthetical documentation (MLA style). Reports that do not comply will be returned to the student for resubmission before any grading takes place.

All students will need to abide by the guidelines set forth in all project instructions. If students have questions or need clarification, it is their responsibility to seek answers before continuing in their coursework.

Research on the Internet has caused rampant plagiarism. To prevent plagiarism, all students in grades 3-12 must sign a Plagiarism Agreement upon enrollment. Southeast Academy desires that all students are properly equipped to follow accepted research guidelines and we make it our goal to ensure that students will properly cite all their sources. Parents and students receive appropriate feedback and consequences if they fail to do so. Academic integrity is an important part of the educational experience while enrolled in Southeast

Academy. In order to issue transcripts and/or a diploma upon completion of the program, Southeast Academy must have assurance that the grades earned and work completed are an accurate reflection of the student's ability and mastery of the material. Therefore, dishonesty related to the coursework is viewed seriously and dealt with appropriately.

For more information, please view our video regarding our [Plagiarism Policy](#).

ACADEMIC INTEGRITY POLICY

1. **Paragraph Questions:** When answering questions, students should summarize lesson information and use critical thinking to respond. Students should not copy word for word from a lesson unless it is a specific list or definition. Students should not copy information from outside websites.
2. **We highly advise blocking the websites Brainly and Quizlet** from use on your computers and/or personal devices. While these can be used to make flashcards for studying, we most often see students using these websites to cheat from by copying answers directly into their lessons.
3. **Consequences for copying answers from outside resources:**
 - a. In a lesson, a student will need to redo the question; the parent will be notified via email by the teacher.
 - b. In a quiz or test, the student will receive a 0% on the entire assessment if an outside resource is used, and the parent will be notified via email by the teacher.
 - c. This policy includes the use of google translate for foreign language courses, obviously using google to solve math problems, or other types of assignments.
 - d. In the event of repeated offenses, SEA staff will determine if the student needs to be placed on Academic Probation. Academic Probation can lead to Administrative Withdrawal from Southeast Academy.

PROGRAM ABUSE

Program abuse is evidenced in a number of different ways. **It primarily occurs when students pursue alternative ways of completing the coursework outside the conventional use of our online program** and LIFEPAAC curriculum as

understood by both the parent and the student through Academy communications in the form of the handbook or department policy.

A conventional approach means that students read the lessons, take notes, answer lesson questions, study for quizzes and tests from the presentation, the lesson questions, and their written notes, and then complete those quizzes and tests independently of outside resources of **any** form (i.e., notes, etc.). In other words, during assessments, students are to rely exclusively on their mental preparations for that assessment. All papers or essays are the sole work of the student with the work of others properly cited according to MLA style.

When program abuse has occurred, a determination is made regarding the student's coursework. Depending on the form and extent of the abuse, consequences can range from a zero grade, to clearing of the course work for resubmission, or withdrawal from the Academy.

Program abuse that occurs related to LIFEPAAC unit tests can quickly jeopardize credit received for the course work. Low scores for invalid tests will cause semester averages to lower significantly, since grades for LIFEPAAC students are based on final test scores and the project.

IMPORTANT: Parents using LIFEPAAC or Horizons must keep the Teacher's Guide protected at all costs. At no time should a student have access to the Teacher's Guide.

PLAGIARISM AGREEMENT

Plagiarism is not just an offense that occurs when you have copied another writer's exact words and called it your own; it is also an offense when you have closely imitated another writer. This means that you should always read the source, then put the material into your own words with **no more than five consecutive words directly from the source**.

This Plagiarism Agreement is required for enrollment in Southeast Academy. By signing this plagiarism agreement, you (the student) agree to be held accountable for all work that you submit in all courses throughout the term of your enrollment with Southeast Academy. Please know that plagiarism is a form of cheating, or stealing. Understanding that you will be held accountable for the integrity of the answers, essays, and reports you submit throughout your coursework is critical.

Southeast Academy Integrity Discipline Actions

- 1st Infraction: The student will receive a written warning from administration. The student will be required to re-submit the corrected assignment. The student must also submit a one-paragraph essay explaining that they understand how they plagiarized in the offending assignment.
 - The paragraph on plagiarism must be submitted to administration and satisfactorily meet the requirements before a grade can be assigned for the corrected assignment.
 - The student will have two school days in which to submit both the corrected assignment and the paragraph on plagiarism. If both items are not received, the student will receive a zero grade for the assignment.
 - The parent will be notified of the infraction and documentation will be placed in the student's permanent file.
- 2nd Infraction: The student will receive a zero grade for the assignment. The student will automatically be placed on Academic Probation. The offense will be documented in the student's permanent file.
- 3rd Infraction: The student will receive a zero grade for the unit. The student will receive disciplinary action up to and including mandatory withdrawal. The offense will be documented in the student's permanent file.

TAKE THIS ACTION: Students will be required to view a brief video which explains how to properly write and document papers. Since you will be held accountable for this information, the video will be required to be viewed before enrollment. You must indicate and acknowledge your agreement to be held accountable for the proper use and documentation of sources by signing and dating this form and returning it to Southeast Academy. This agreement and all others are required to be signed and returned via e-mail or fax before we send the login information whereby you will be able to access your assigned courses.

"I agree to view the video on plagiarism and understand that I will be held accountable in all of my courses when writing answers, projects, and essays. I understand that the academic integrity policy applies to any kind of cheating, including plagiarism."

Parent Signature: _____ **Date:** _____

Student Signature: _____

Date: _____

HIGH SCHOOL PROGRAM

Southeast Academy high school students who successfully complete their program of study will receive a high school diploma.

ACADEMIC PROJECTION FOR GRADUATION

Upon admission as a high school freshman, the scope of the student's academic record will be analyzed to determine a recommended diploma track. The following will be reviewed:

- The level of the student's prior completed courses;
- Grades for the last three years;
- Achievement test scores for the last three years;
- Southeast Academy Placement Test results.

These indicators help determine which diploma track the student can feasibly complete during four years of high school. An Academic Projection for Graduation, similar to the one shown on the next page, will be provided to the parent. The parent will be required to sign and return this document. The Academic Projection for Graduation will be updated each year, so that both the student and parent understand what will be needed to fulfill the graduation requirements. While Southeast Academy pledges to be diligent in providing this information, the parent's careful and diligent oversight is significant to the student's achievement of the ultimate goal, a high school diploma.

CREDITS

To graduate within 4 years, high school students should be enrolled in at least 6 course credits each year (except for a continuing student who may have fewer than 5 credits left to complete in order to graduate). Additional credits may be earned for courses taken outside of the Academy, as long as the course meets the requirements as outlined on page 40. A transfer fee of \$50.00 is assessed for each outside elective.

Homeschool transfer students are required to earn their final 5 credits with Southeast Academy to receive a high school diploma. Other transfer students must earn their final 4 credits with Southeast Academy in order to receive a Southeast Academy diploma.

Part-time student status includes all who register for 1-3 classes while enrolled as a full-time student in another academic program. The program in which the student is enrolled full-time must provide consent for the student to enroll in part-time courses with Southeast Academy. This consent should include a statement reflecting that they will accept the credits earned through Southeast Academy. A Southeast Academy part-time student will not be required to take a placement test or submit a transcript for evaluation. Upon completion, a transcript will be issued but Southeast Academy will not issue a diploma to a part-time student.



SAMPLE ACADEMIC PROJECTION FOR GRADUATION

Southeast Academy Academic Projection for Graduation				
Student Name: <i>Doe, John</i> Grade 9		Course of Study: <i>College Preparatory</i>		**THIS IS NOT A TRANSCRIPT**
Subject Areas:	Courses Required for Graduation	Courses Completed	Courses Projected: 2017-2018	Courses to be Completed
BIBLE (2 CREDITS)	Christian Faith & Living		New Testament Survey	Christian Faith & Living
	New Testament Survey			
COMPUTER SKILLS (1 CREDIT/2 SEMESTER COURSES)	Business Computer			Business Computer
	Information Systems			Information Systems
ENGLISH (4 CREDITS)	English I		English I	English II
	English II			English III
	English III			English IV
	English IV			
FINE ARTS (2 SEMESTER COURSES)	Music Appreciation			Music Appreciation
	Essentials of Communication			Essentials of Communication
FOREIGN LANGUAGE (2 CREDITS)	Spanish I			Spanish I
	Spanish II			Spanish II
HEALTH (2 SEMESTER COURSES)	Health I		Health I	Health II
	Health II			
MATHEMATICS (3 CREDITS)	Algebra I		Algebra I	Geometry
	Geometry			Algebra II
	Algebra II			
PHYSICAL EDUCATION (2 SEMESTER COURSES)	PE I		PE I	PE II
	PE II			
SCIENCE (3 CREDITS)	Earth Science		Earth Science	Biology
	Biology			Chemistry
	Chemistry			
SOCIAL STUDIES (4 CREDITS)	World Geography		World Geography	World History
	World History			American History
	American History			Government and Economics
	Government and Economics			
ELECTIVES (ANY)				Personal Financial Literacy
				Foundations for Living
				College Planner
MINIMUM CREDITS REQUIRED: 24		CREDITS EARNED: 0	CREDITS IN PROGRESS: 6	CREDITS REMAINING: 18
I acknowledge that I have received a copy of this document. Any changes to the student's curriculum must be made in writing and approved by SEA administration.				
PARENT SIGNATURE: _____			DATE: _____	

DIPLOMA REQUIREMENTS

Southeast Academy offers four diploma tracks: Honors Preparatory, College Preparatory, General Preparatory, or Vocational (Basic Skills).

The Honors Preparatory diploma track requires a total high school average GPA of 3.5 or better, 1000 SAT or 22 ACT score, and a minimum score of 12.9 on a Total Battery achievement test.

A state history course is not required for graduation if completed previously. Students enrolled in the Basic Skills diploma program must complete the highest possible level in all subjects, minimally up through 9th grade level courses.

Failure to complete the Honors or College Preparatory track does not preclude the student from seeking college admission.

Southeast Academy will work with you and your student to ensure that graduation requirements for either the College Preparatory or General Preparatory course of study are met.

A Basic Skills Diploma is projected only in agreement with Southeast Academy Administration and the student's parent/guardian when either the College Preparatory or General Preparatory diploma is not considered attainable by the student.

The College Preparatory course of study is designed to prepare students for entrance into most colleges and universities. However, because each college and university has its own entrance requirements, the student will want to consult with the college of his or her choice in order to tailor a high school program that meets the specific requirements of that institution.

Southeast Academy's General Preparatory course of study does not represent the same scope or rigor as the College Preparatory course of study. Students completing the General Preparatory course of study possess credentials enabling them to attend community college, some vocational or technical schools, and possibly some universities.

A minimum of 22 credits is required to earn a General or Basic Skills diploma from Southeast Academy. If a particular state has additional graduation requirements which apply to distance learning schools, it is the parent's responsibility to ensure that these requirements are met by working in partnership with Administration.

SOUTHEAST ACADEMY - GRADUATION REQUIREMENTS					
<i>HIGH SCHOOL - COURSES OF STUDY</i>					
Subject Area	Course of Study - *Basic Skills Preparatory	Minimum Credits Required	Subject Area	Course of Study - General Preparatory	Minimum Credits Required
<i>Bible</i>	2 Full-Year Bible Electives	2	<i>Bible</i>	2 Full-Year Bible Electives	2
<i>Computer Skills</i>	2 Semester Courses (1 Full-Year Course)	1	<i>Computer Skills</i>	2 Semester Courses (1 Full-Year Course)	1
<i>English</i>	4 Full-Year English Courses (Must include English I or equivalent.)	4	<i>English</i>	4 Full-Year English Courses (Must include 3 Full-Year courses at College Prep Level.)	4
<i>Fine Arts</i>	(Optional)	0	<i>Fine Arts</i>	2 Semester Courses (1 Full-Year Course) of Art, Speech, Music, etc.	1
<i>Foreign Language</i>	(Optional)	0	<i>Foreign Language</i>	(Optional)	0
<i>Health</i>	2 Semester Health Courses (1 Full-Year Health Course)	1	<i>Health</i>	2 Semester Health Courses (1 Full-Year Health Course)	1
<i>Math</i>	4 Full-Year Math Courses (3 Full-Year Courses if includes Algebra I.)	3	<i>Math</i>	Algebra I, Geometry, Algebra II, or Consumer Math	3
<i>Physical Education</i>	2 Semester Physical Education Courses (1 Full-Year Physical Education Course)	1	<i>Physical Education</i>	2 Semester Physical Education Courses (1 Full-Year Physical Education Course)	1
<i>Science</i>	4 Full-Year Science Courses (3 Full-Year Courses if includes Biology and Integrated Physics & Chemistry.)	3	<i>Science</i>	Biology, Earth Science, Integrated Physics & Chemistry	3
<i>Social Studies</i>	4 Full-Year Social Studies/History Courses (Must include American History or World History.)	4	<i>Social Studies</i>	World Geography, World History, American History, Government & Economics	4
<i>Electives</i>	Any Elective course may be taken to fulfill the minimum credit requirement.		<i>Electives</i>	Any Elective course may be taken to fulfill the minimum credit requirement.	
	Minimum Total Credits Required	22		Minimum Total Credits Required	22

*Basic Skills Preparatory Diploma is only available for students unable to complete general requirements.

SOUTHEAST ACADEMY - GRADUATION REQUIREMENTS					
<u>HIGH SCHOOL - COURSES OF STUDY</u>					
Subject Area	Course of Study - College Preparatory	Minimum Credits Required	Subject Area	Course of Study - Honors Preparatory	Minimum Credits Required
Bible	2 Full-Year Bible Electives	2	Bible	2 Full-Year Bible Electives	2
Computer Skills	2 Semester Courses (1 Full-Year Course)	1	Computer Skills	2 Semester Courses (1 Full-Year Course)	1
English	4 Full-Year English Courses at the College Preparatory Level.	4	English	4 Full-Year English Courses at the College Preparatory Level.	4
Fine Arts	2 Semester Courses (1 Full-Year Course) of Art, Speech, Music, etc.	1	Fine Arts	2 Semester Courses (1 Full-Year Course) of Art, Speech, Music, etc.	1
Foreign Language	2 Full-Year Foreign Language Electives	2	Foreign Language	2 Full-Year Foreign Language Electives	2
Health	2 Semester Health Courses (1 Full-Year Health Course)	1	Health	2 Semester Health Courses (1 Full-Year Health Course)	1
Math	Algebra I, Geometry, Algebra II (Consumer Math or Pre-Calculus recommended.)	3-4	Math	Algebra I, Geometry, Algebra II, Pre-Calculus	4
Physical Education	2 Semester Physical Education Courses (1 Full Year Physical Education Course)	1	Physical Education	2 Semester Physical Education Courses (1 Full Year Physical Education Course)	1
Science	Biology, Earth Science, and Chemistry or Physics.	3-4	Science	Biology, Earth Science, and Chemistry and/or Physics.	3-4
Social Studies	World Geography, World History, American History, Government & Economics	4-5	Social Studies	World Geography, World History, American History, Government & Economics	4-5
Electives	Any Elective course may be taken to fulfill the minimum credit requirement.		Electives	Any Elective course may be taken to fulfill the minimum credit requirement.	
	Minimum Total Credits Required	24		Minimum Total Credits Required	24

*Basic Skills Preparatory Diploma is only available for students unable to complete general requirements.

COLLEGE ENTRANCE EXAMS

High school students contemplating college should take college entrance exams in their junior and/or senior year. The two most common are the ACT and the SAT (Scholastic Aptitude Test). The ACT Test is a curriculum and standards-based educational and career-planning tool that assesses the student's academic readiness for college. The SAT Test is a globally recognized college admission test that tests the student's knowledge and how well that knowledge can be applied. Check with the college(s) of your choice to see which test is preferred.

Many scholarships and financial aid opportunities require completion of the ACT or SAT by November or December of the student's senior year. Information and registration for these tests can be accessed through a local community college or online at <http://www.actstudent.org/> for the ACT or <http://sat.collegeboard.org/home> for the SAT. Southeast Academy's school code to use when registering for these tests is: **472046**.

EARNING OUTSIDE CREDIT

- The course must have prior approval by the Academy and must be in harmony with Southeast Academy's Statement of Faith. It is the parent's responsibility to communicate with Southeast Academy Administration should this be a desired choice.
- The course must be a course that is not currently offered by Southeast Academy.
- The course must be scheduled for a specific time. Instructional time must be 3-5 hours per week.
- The course instructor should have qualifications in the field of instruction.
- A course outline/syllabus must be provided prior to approval.
- Adequate verification must be received to show that the course has been completed.
- If the course is taken at a local school or college, a transcript must be submitted upon completion.
- Outside electives require a \$50.00 transfer fee at the time of approval.

INDEPENDENT HOME SCHOOL TRANSFER CREDITS

Students who have not been enrolled in an institution for one or more years of their high school experience often come to Southeast Academy to pursue a diploma program. In order for coursework completed as an independent homeschool student to transfer into the Southeast Academy credit system, the following guidelines will apply:

All independent course work must be evaluated by Southeast Academy Administration before the transfer credit can be approved.

The following must be included with an Independent Home School request for credit:

- A course outline detailing the subject's scope and sequence.
- A record of attendance (both days and hours).
- Copies of all assessments or tests.
- Samples of daily work or lessons in each subject.

The scores from the Southeast Academy placement testing in Language Arts and Math will be considered during the approval process.

Letter grades will be assigned if adequate documentation is submitted. Evaluation of prior coursework will be subject to an evaluation fee of \$50.00 to cover time and expense on the part of Southeast Academy staff.

ELECTIVES AND CTE COURSES

Southeast Academy offers a wide variety of elective courses, as well as Career and Technical Education (CTE) courses to suit the needs of our students.

The tuition rate for elective courses is the same as those of the core subjects. For more information, visit: <http://southeastacademyonline.com/homeschool/>.

Electives

Course Name	Grade	Credit Value
American Literature	9-12	0.5
Astronomy	9-12	0.5
British Literature	9-12	0.5
Business Computer Information Systems	9-12	1.0
Civics	9-12	0.5
Civil War	9-12	0.5
College Planner	9-12	0.5
Composition	9-12	0.5
Consumer Math	9-12	1.0
Digital Arts	9-12	0.5
Earth Science	9-12	1.0
Essentials of Business	9-12	0.5
Essentials of Communication	9-12	0.5
Family and Consumer Science	9-12	1.0
Foundations for Living	9-12	1.0
French I	9-12	1.0
French II	9-12	1.0
General Science III	9-12	1.0
Geology	9-12	0.5
Health Quest	9-12	0.5
High School Health	9-12	0.5
Life of Christ	9-12	0.5
Life Science	9-12	0.5
Mankind—Anthropology and Sociology	9-12	0.5
Music Appreciation	9-12	0.5
Music Theory	9-12	0.5
Personal Financial Literacy	9-12	0.5
Physical Education	9-12	0.5
Physical Fitness	9-12	0.5
Principles of Coding	6-8	N/A
Spanish I	9-12	1.0
Spanish II	9-12	1.0
Trigonometry	9-12	0.5
Twentieth Century American History	9-12	0.5
Vietnam Era	9-12	0.5

<i>CTE Courses</i>	Grade	Credit Value
Course Name		
<i>Architecture & Construction</i>		
Construction Careers	9-12	0.5
Introduction to Careers in Architecture & Construction	9-12	0.5
<i>Arts, A/V Technology & Communications</i>		
A/V Technology & Film Careers	9-12	0.5
Introduction to Careers in Arts, A/V Technology & Communications	9-12	0.5
<i>Business Management & Administration</i>		
Business Law	9-12	0.5
Career Management	9-12	0.5
Office Applications I	9-12	0.5
Office Applications II	9-12	0.5
Small Business Entrepreneurship	9-12	0.5
Technology & Business	9-12	1.0
<i>Education & Training</i>		
Introduction to Careers in Education & Training	9-12	0.5
Teaching & Training Careers	9-12	0.5
<i>Finance</i>		
Banking Services Careers	9-12	0.5
Introduction to Careers in Finance	9-12	0.5
<i>Government & Public Administration</i>		
Introduction to Careers in Government & Public Administration	9-12	0.5
National Security Careers	9-12	0.5
<i>Health Science</i>		
Careers in Allied Health	9-12	0.5
Nursing: Unlimited Possibilities & Unlimited Potential	9-12	0.5
<i>Human Services</i>		
Introduction to Consumer Services	9-12	0.5
<i>Information Technology</i>		
Fundamentals of Computer Systems	9-12	0.5
Fundamentals of Digital Media	9-12	0.5
Fundamentals of Programming and Software Development	9-12	0.5
Introduction to Information Technology	9-12	0.5
Introduction to Information Technology Support and Services	9-12	0.5
Introduction to Network Systems	9-12	0.5
Network System Design	9-12	0.5
New Applications: Web Development in the 21 st Century	9-12	0.5
Software Development Tools	9-12	0.5
<i>Manufacturing</i>		
Careers in Manufacturing Processes	9-12	0.5
Introduction to Careers in Manufacturing	9-12	0.5
<i>Marketing</i>		
Careers in Marketing Research	9-12	0.5
Introduction to Careers in Marketing	9-12	0.5
<i>Middle School</i>		

Career Explorations I	6-8	N/A
Career Explorations II	6-8	N/A
Career Explorations III	9-8	N/A
Keyboarding & Applications	6-8	N/A
<i>STEM</i>		
Engineering & Design	9-12	0.5
Engineering & Innovation	9-12	0.5
Engineering & Product Development	9-12	0.5
<i>Transportation, Distribution & Logistics</i>		
Careers in Logistics Planning & Management Services	9-12	0.5
Introduction to Careers in Transportation, Distribution & Logistics	9-12	0.5

STUDENT ETIQUETTE AND EXPECTATIONS POLICY

Southeast Academy students are expected to conduct themselves in a manner exemplary of Southeast Academy's Statement of Faith.

STUDENT HONOR CODE

As a student of Southeast Academy, I vow to live a life of integrity, following God's design for a godly, contented life. In doing so, I will attend to my studies with integrity, completing all course work as designed. I will not cheat or copy another's words. I pledge to submit my original work. I vow to complete all assignments independently, on time, and to the best of my ability. I pledge to respect myself, other students, teachers, and staff, and to conduct myself in a manner exemplary of Southeast Academy's Statement of Faith. I pledge to communicate in an appropriate and polite manner and to carefully choose the words that I will use to convey my questions and needs to teachers and staff.

INTERNET USE

While on the Internet, no student is to give his/her name, home address, school internet address, e-mail address, or telephone number to any other student, relative, or acquaintance of anyone that is enrolled in Southeast Academy. The student/parent must report any questionable contact with another user immediately to Southeast Academy at (276)496-7777.

DECORUM

Students must show courtesy and respect in all communications with Southeast Academy staff and teachers. Teachers should be referenced with the appropriate title (EX: Mr., Mrs., Miss, etc.).

SOUTHEAST ACADEMY STUDENT INTERNET SAFETY GUIDELINES AND FORMS

World Wide Web

- Southeast Academy recommends that families utilize an internet filter to protect their children from unwanted internet site usage, content, and images.
- Parents will monitor student history on the internet.
- During school time, students will not intentionally visit Internet sites that contain obscene, illegal, hateful or otherwise objectionable materials.
- Students will report accidental accessing of inappropriate materials in accordance with family procedures.
- Students will not copy content directly from an internet site into a Southeast Academy lesson or project; Southeast Academy will consider this cheating. Students will use proper citations when using information from an internet or other source in accordance with Southeast Academy's plagiarism policy.
- Students will use the Internet for educational purposes only.
- Students will not copy information into assignments and fail to acknowledge the source (plagiarism and copyright infringement).
- Students will never disclose or publicize personal information.
- Downloading by students of materials or images not relevant to their studies is in direct breach of the school's acceptable use policy.
- Students will be aware that any usage, including distributing or receiving information, school-related or personal, may be monitored for unusual activity, security and/or network management reasons.

Email

- Students will use approved class email accounts under supervision by or permission from a teacher.
- Students will not send or receive any material that is illegal, obscene, defamatory or that is intended to annoy or intimidate another person.
- Students will not reveal their own or other people's personal details, such as addresses or telephone numbers or pictures.
- Students will never arrange a face-to-face meeting with someone they only know through emails or the internet.

Students will note that sending and receiving email attachments is subject to permission from their teacher.

Internet Discussion Boards

- Students will only have access to chat rooms, discussion forums, messaging or other electronic communication fora that have been approved by the school.
- Chat rooms, discussion forums and other electronic communication forums will only be used for educational purposes and will always be supervised.
- Usernames will be used to avoid disclosure of identity.
- Face-to-face meetings with someone organized via Internet chat will be forbidden, with the exception of Southeast Academy's supervised live clubs.

Personal Art and Pictures

- Photos focusing on individual students will not be published on the school website without the parental permission form being signed and parent being notified via email prior to publishing. Photographs, audio and video clips will focus on group activities.

- Personal student information including home address and contact details will be omitted from school web pages.
- The school website will avoid publishing the first name and last name of individuals in a photograph.
- The school will ensure that the image files are appropriately named – will not use students' names in image file names or if published on the web.
- Students will continue to own the copyright on any work published.

Legislation

The school will provide information on the following legislation relating to use of the Internet which teachers, students and parents should familiarize themselves with:

- Data Protection (Amendment) Act 2003
- Child Trafficking and Pornography Act 1998
- Interception Act 1993
- Video Recordings Act 1989
- The Data Protection Act 1988

Support Structures

The school will inform students and parents of key support structures and organizations that deal with illegal material or harmful use of the Internet.

Sanctions

Misuse of the Internet may result in disciplinary action, including written warnings, withdrawal of access privileges and, in extreme cases, suspension or expulsion. The school also reserves the right to report any illegal activities to the appropriate authorities.

Permission Form Template

Please review the attached school Internet Acceptable Use Policy, sign and return this permission form to the Principal.

Southeast Academy

Name of Student: _____

Class/Year: _____

Student

I agree to follow the school's Acceptable Use Policy on the use of the Internet. I will use the Internet in a responsible way and obey all the rules explained to me by the school.

Student's Signature: _____ **Date:** _____

Parent/Guardian

As the parent or legal guardian of the above student, I have read the Acceptable Use Policy and grant permission for my son or daughter or the child in my care to access the Internet. I understand that Internet access is intended for educational purposes. I also understand that every reasonable precaution has been taken by the school to provide for online safety but the school cannot be held responsible if students access unsuitable websites.

I accept the above paragraph ☐ **I do not accept the above paragraph** ☐

(Please select as appropriate)

In relation to the school website, I accept that, if the school considers it appropriate, my child's schoolwork may be chosen for inclusion on the website. I understand and accept the terms of the Acceptable Use Policy relating to publishing students' work on the school website.

I accept the above paragraph ☐

I do not accept the above paragraph ☐

(Please select as appropriate)

Signature: _____

Signature: _____ Date: _____

Address: _____ Telephone: _____

Dear Parent/Guardian,

Re: Internet Permission Form

Southeast Academy's online curriculum means your student will have internet access. Please take precautionary measures via filters and parent supervision while your student is accessing the internet. These responsibilities are outlined in the school's Acceptable Use Policy (enclosed). It is important that this enclosed document is read carefully, signed by a parent or guardian and returned to the school.

Although the school takes active steps to promote safe use of the Internet, it recognizes the possibility that students may accidentally or deliberately access inappropriate or objectionable material.

Having read the terms of our school's Acceptable Use Policy, you may like to take a moment to consider how the Internet is used in your own home, and see if there is any way you could make it safer for your own family.

Yours Sincerely,

EDGENUITY INTERNET SAFETY

Edgenuity Inc. ("Edgenuity," "we" or "us") values all our customers – the students, parents and education professionals who utilize our platform for online learning, blended learning and other services. Your safety and privacy are important to us, so we have developed and adopted the following policies to cover the use of our products and services. Please take a moment to familiarize yourself with our policies. The following Privacy Policy applies to the corporate website and any other related public or private website provided by Edgenuity, including: www.edgenuity.com, teacher.edgenuity.com, and student.edgenuity.com. We strongly suggest you read this Privacy Policy as well as Edgenuity's Terms of Use for important information on the use of Edgenuity's services, and how Edgenuity protects customer and student information (see <https://www.edgenuity.com/terms-of-use/>).

1. HOW INFORMATION IS COLLECTED AND USED.

Information about Schools: We request certain information when a School administrator registers a School with Edgenuity, and when we communicate with administrators and other education professionals online or via email. Typical information collected will likely include a name, school name, school district, school email address and/or account name and password, phone number, message content, and information relating to the School's information systems. We may also gather information provided by a School if the School sends us a message, posts content to our website or through our Service, or responds to emails or surveys. Once a School has enrolled with Edgenuity courseware, instructional services or professional development services, we will keep records of activities related to the Service. This information allows Edgenuity to provide, operate, maintain, and improve the features and functionality of the Service, to analyze our Service offerings and functionality, and to communicate with our Schools and website visitors.

Student Data: Once students are enrolled in Edgenuity courses, we may have access to personally identifiable information about students ("Student Data") through the courses used by the Students. We consider Student Data to be confidential and do not use such data for any purpose other than to provide the courses and other services on the School's behalf. The Schools may provide for students to log into the Edgenuity platform to access the Edgenuity courses that have been authorized by the School, often at a school facility or from a student's personal computer. The School is responsible for providing each student with login credentials and confirms that it has obtained appropriate parental consents, as needed, before the student is permitted to access the Edgenuity platform. Students (or Parents or legal guardians of the Student), retain ownership and control of all Student Data that is provided or accessed through Edgenuity's course, and title to such Student Data never passes to Edgenuity. Edgenuity has access to Student Data only on a need-to-know basis, as requested by the School and only for the purposes of providing the students with the ability to use the Edgenuity courseware and related services. Edgenuity will not use Student Data for any purposes other than those authorized pursuant to Edgenuity's contract with the School.

Students or parents should direct questions about the School's use of technology service providers like Edgenuity to their School administrator. If a Student contacts Edgenuity with a question about our Service, we will collect personal information from that Student only as necessary to respond to the Student's request and direct the Student to contact the Student's School, and we will then delete or anonymize the personal data of the Student after providing our response.

Automatically Collected Information: : In some instances, Edgenuity may send a small text file containing a string of alphanumeric characters, known as "cookies", to your computer that uniquely identifies your browser and lets you log in faster and enhance your navigation through Edgenuity's website and platform. A cookie may also convey information to us about how you use the Service (e.g., the pages you view, the links you

click and other actions you take on the Service), and allow us to track your usage of the Service over time. We may collect log file information from your browser or device each time you access the Edgenuity platform or courseware. The information collected through the use of cookies is anonymous and may include information such as your Internet Protocol ("IP") address, web request, browser type, number of clicks and how you interact with links on the Edgenuity platform, pages viewed, and other such information. The information allows for more accurate reporting and improvement of the Edgenuity Platform. We may also collect analytics data, or use third-party analytics tools, to help us measure traffic and usage trends for the Service. However, Edgenuity never sells Student Data for any reason, does not allow third party advertisers to collect information about the users of our Site or Service, and never shares such information with outside third parties unless expressly authorized to do so by the School or the affected student or parent.

We may use automatically collected information to: (a) remember information so that a user will not have to re-enter it during subsequent visits; (b) provide custom, personalized content and information; (c) to provide and monitor the effectiveness of our Service; (d) monitor aggregate metrics such as total number of visitors, traffic, and usage on our website and our Service; (e) diagnose or fix technology problems; and (f) help users efficiently access information after signing in.

Edgenuity is committed to adhering to the highest standards for protecting Student Data and privacy. Student Data is used only for educational purposes at the discretion of the School.

2. HOW WE SHARE YOUR INFORMATION

Edgenuity only shares personal information in a few limited circumstances, described below. We never rent or sell information for marketing purposes.

In limited circumstance, we may share information with others as follows:

- We may share information with technology service providers (e.g., web hosting and analytics services), but strictly for performing their work for us.
- We may share information with law enforcement or other third parties when compelled to do so by court order or other legal process, to comply with statutes or regulations, to enforce our Terms of Use, or if we believe in good faith that the disclosure is necessary to protect the rights, property or personal safety of our users.
- In the event of a change of control: If we sell, divest or transfer our business, we will not transfer personal information of our customers (including Student Data) unless the new owner intends to maintain and provide the Service as a going concern, and provided that the new owner has agreed to data privacy standards no less stringent than our own.
- How Student Data is shared: In addition to the actions described above, Edgenuity may facilitate the sharing of Student Data with third parties, though only when instructed and authorized to do so on behalf of the School. Some elements of our Service enable Schools to interact with parents, students, teachers and third party applications, for the benefit of the student's education. Edgenuity does not facilitate the sharing of any Student Data with third parties on the Edgenuity platform except on behalf of the School after the School has authorized a third party or application to access Student Data through the Service. Please remember that this Privacy Policy applies to the Edgenuity Services, and not to other services or third party applications which may have their own privacy policies. We believe it is the School's responsibility to carefully read the privacy practices of each third party application before agreeing to engage with the application through the Service.

We store our data in the United States and we take strong measures to keep data safe and secure.

3. HOW WE STORE AND PROTECT YOUR INFORMATION

Storage and processing: Any information collected through the Edgenuity platform is stored and processed in the United States. If you use our Service outside of the United States, you consent to have your data transferred to the United States.

Comprehensive Information Security Program: Edgenuity takes actions designed to ensure the security and confidentiality of Student Data, and maintains strict administrative, technical and physical procedures to protect information stored in our servers, which are located in the United States. Access to information is limited (through user/password credentials) to those employees who require it to perform their job functions. We use industry-standard Secure Socket Layer (SSL) encryption technology to safeguard the account registration process and sign-up information. Other security safeguards include but are not limited to data encryption, firewalls, and physical access controls to building and files.

In addition, whenever Edgenuity vendors or consultants may be given access to the Edgenuity platform, we require such vendors and consultants to adhere to the same standards above, and meet all other customer-imposed requirements for the protection of Student Data.

In the event of any unauthorized release, disclosure or acquisition of Student Data, Edgenuity maintains policies and procedures for identifying and mitigating data security breaches. Edgenuity will conduct an investigation to determine the nature and scope of any unauthorized release, disclosure or acquisition, and Edgenuity will promptly notify school officials, affected students, parents and/or legal guardians of unauthorized access to Student Data to the fullest extent required by applicable law.

4. YOUR CHOICES ABOUT YOUR INFORMATION

Account information and settings: If you have any questions about reviewing or modifying account information, contact us directly by emailing or calling Edgenuity's customer service department at CustomerSupport@edgenuity.com or 877-202-0338.

Access to Student Data: Schools are responsible for providing access to and controlling Student Data, and you should contact your School directly if you have any questions about reviewing, modifying, or deleting personal information of a student.

How long we keep User Content: Following termination or deactivation of a School or Student account, Edgenuity may retain profile information and content for a commercially reasonable time for backup, archival, or audit purposes, but any and all Student Data associated with the School will be deleted promptly. We may maintain anonymized or aggregated data, including usage data, for analytics purposes. We do not collect any information from students without consent.

5. COMPLIANCE WITH FEDERAL AND STATE LAWS.

Edgenuity is committed to compliance with all other federal and state laws and regulations governing student data privacy, including the federal Family Educational Rights and Privacy Act ("FERPA"), the California Student Online Personal Information Protections Act ("SOPIPA"), the Connecticut Student Data Privacy laws (C.G.S. §§ 10-234aa through 10-234dd), and other similar state laws.

6. CHILDREN'S PRIVACY

Edgenuity does not knowingly collect any information from children under the age of 13 unless and until the School has obtained appropriate parental consent for the student to use the Service. Because Edgenuity collects and uses Student Data at the direction of and under the control of a School, Edgenuity relies on each School to provide appropriate notice to parents of the School's use of third party service providers such as Edgenuity, and for the Schools to provide consent, if necessary, and authorization for Edgenuity to collect Student Data, as permitted by the Children's Online Privacy Protection Act ("COPPA"). Please contact us at Legal@Edgenuity.com if you believe we have inadvertently collected personal information of a child under 13 without proper consent so that we may delete such data as soon as possible.

7. OTHER WEB SITES AND SERVICES

We are not responsible for the practices employed by websites, applications or services linked to or from our Service. We recommend that the School review the privacy policies of other applications before authorizing a third party to access data through the Service.

8. EDGENUITY'S CHIEF PRIVACY OFFICER

To ensure continued compliance and to respond to particular questions or concerns regarding Edgenuity's privacy policy, Edgenuity has designated the Director of Legal Affairs for the company to serve as Chief Privacy Officer. Edgenuity's legal department can be reached at 877-202-0338 x 1006, or by email at Legal@edgenuity.com.

9. CHANGES TO OUR PRIVACY POLICY

Edgenuity may modify or update this Privacy Policy from time to time. If we change the policy in a material manner, we will provide at least 30 days' notice to the Schools so that you have sufficient time to evaluate the change in practice. You can always opt-out by deleting your account before the changes take effect.

FINANCIAL INFORMATION

Southeast Academy reserves the right to stop service and begin collection efforts if your account becomes overdue. At that time the student's enrollment will be suspended and/or cancelled. If you have questions regarding your account with Southeast Academy, please contact (276)496-7777 ext. 221. Transcripts will not be released until all financial obligations have been met. This includes report cards, testing results, etc. If a student completes work early, a full year of tuition is still due.

RETURNS

If you have an item to return to us due to a change in curriculum, you **MUST** call Southeast Academy Administration Office prior to returning the item. Our administrative staff will assist you.

WITHDRAWAL POLICY

The \$125 family registration fee is nonrefundable.

Tuition refunds may be given up to 10 days after shipment of curriculum or online setup on the following basis:

Withdrawal before curriculum shipment or online setup.	<i>Refund of 100% of tuition paid.</i>
Withdrawal within 10 days of curriculum shipment or online setup.	<i>Refund of 50% of tuition paid.</i>
Withdrawal after 10 days of curriculum shipment or online setup.	<i>Withdrawal during the 1st Semester (Months 1-5) requires payment of a minimum of five monthly payments (two quarterly payments or one semester payment).</i>
	<i>Withdrawal during the 2nd Semester (Months 6-10) requires payment of the full year tuition.</i>

All requests for withdrawal must be made in writing. In the event that a student transfers to another school, the parent must provide an official letter of withdrawal and a transcript request 14 business days in advance. All financial obligations must be met before records can be released. Please allow up to ten business days to process all records requests.

Administrative Withdrawal

Southeast Academy reserves the right to cancel a student's enrollment at any time for nonpayment of fees, insufficient progress, failure to submit work on a consistent basis, or student cheating. Once a student is administratively withdrawn, they are ineligible for future enrollment. Although a student may be administratively withdrawn, the parent/guardian remains obligated for payment of the full year tuition.

COMMUNICATION

It is the parent's responsibility to communicate any needs or problems immediately to the Southeast Academy Administration Office. All communication to the student from Southeast Academy administrators and teachers related to Ignitia will come directly to the student's Message Center. Parents will receive communication via the e-mail address on file. It is the parent's responsibility to check for e-mail messages daily so as not to hinder the flow of communication.

METHODS

Southeast Academy Administration Office: (Toll Free) (855)733-8451 (Local) (276)496-7777

Southeast Academy Administration Office Fax: (276)496-7979

Ignitia Technical Support: (877)251-6662

Southeast Academy Website: <http://southeastacademyonline.com>

Mailing Address: PO Box MM
Saltville, VA 24370

Physical Address: 137 Palmer Avenue
Saltville, VA 24370

Email: Mrs. Eastridge @ b.eastridge@southeastacademy.net

Mrs. Perez @ l.perez@southeastacademy.net

Mrs. Hammond @ a.hammond@southeastacademy.net

Southeast Academy is equipped with teachers, administrators, and support personnel (including technical support) to provide for your student's academic needs. Our staff is available to assist you on weekdays between the hours of 8:30 am and 5:00 pm (Eastern). Technical Support is available from 7:00 am to 5:00 pm (Central).

SOLICITATION POLICY

The purpose of this policy is to establish Southeast Academy's intent to have a work/school environment that is free from solicitation efforts that do not relate to Southeast Academy business or interest. While Southeast Academy actively encourages staff and student involvement in community activities and organizations outside of Southeast Academy, staff and/or student interactions are more productive and enjoyable when not interrupted by solicitations and distribution of materials by staff and/or students. Solicitation by staff and/or students is strictly prohibited.

GRIEVANCE POLICY

To establish and maintain a process for a fair and impartial resolution for all disputes regarding customers, parents, students, and staff.

Procedure

Step 1 – Submit the issue/complaint in writing.

A written statement of the issue or complaint will be considered a formal grievance.

The grievance must clearly identify the policy that is alleged to have been violated. Please provide a detailed description of the facts and outline the desired solution.

Grievances that do not include these criteria will be rejected.

Step 2 – Investigation.

Within three business days from receipt of the written grievance, administration will begin an investigation into the merits of the grievance.

Step 3 – Action.

Within seven business days, administration will determine the action (if any) to be taken regarding this grievance.

The decision by administration is final and binding.

Southeast Academy Academic Report Form

(Booklet Students ONLY)

Instructions: ALL tests (including those in the Horizons booklets) **MUST** be graded before being submitted for evaluation. Test Keys are included in the Teacher's Guide. Please complete all areas and return this form with each mailing of completed work.

IMPORTANT - Make a copy of each test for your files BEFORE mailing. Workbooks and/or tests may be returned to you at the end of the school term ONLY. Return postage is the responsibility of the parent/guardian.

Date:

Student Name:

Parent/Guardian Name:

E-mail Address:

LIFEPAC Test/Horizons Workbook Enclosed:	Unit Number:	Date Completed:	Grade:
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
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_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Notes:

ALL COMPLETED WORK MUST BE SUBMITTED IMMEDIATELY UPON COMPLETION.

Check or Money Order Enclosed:

Yes

No

PARENT AGREEMENT FOR BOOKLET STUDENTS

Please initial all items to indicate that you have read and understand the policies and requirements in the handbook.

___ I agree that I have submitted a current e-mail address and I agree that I will check my e-mail on a weekly basis for important information and updates concerning my student. Failure to check my e-mail does not absolve me from the information or requirements contained therein.

___ I understand that it is my responsibility as the "Parent-Teacher" to grade all completed daily work and tests BEFORE submitting the completed work for evaluation.

___ I understand that ALL completed LIFEPAK tests and Horizons workbooks must be returned to Southeast Academy immediately upon completion. Failure to submit completed work in a timely manner may result in my student being placed on Academic Probation.

___ I understand the best way to send back completed tests is electronically. This can be done via email, fax, drop box, or the we transfer website (<https://wetransfer.com/>).

___ I understand that I am required to make a copy of all completed LIFEPAK and Horizons tests before submitting them for evaluation if I choose to mail them.

___ I understand that I am required to complete the Academic Report Form each time LIFEPAK tests and Horizons workbooks are submitted to Southeast Academy. I am also required to send a copy of this form each time work is returned to Southeast Academy.

___ I understand that, at any time, my student may be administratively withdrawn from Southeast Academy for failure to follow policies and requirements. I understand that my local school board will be notified that my student is no longer enrolled in Southeast Academy.

___ I understand that, under no circumstance, will Southeast Academy accept or give credit for completion of curriculum for which tuition has not been paid in full.

___ I understand that Southeast Academy cannot release records until full tuition has been paid. I understand that all students (Grades 2-12) are required to complete an annual achievement test.

___ I understand that failure to read and adhere to the guidelines in this handbook does not absolve me from the requirements stated therein.

Parent Signature:	Date:	Parent Name (<i>Please Print</i>)

This page must be signed and returned to Southeast Academy before enrollment can be finalized

Southeast Academy
137 Palmer Avenue
PO Box MM
Saltville, Virginia 24370
Fax: (276)496-7979
E-mail: service@southeastacademyonline.com



PARENT AGREEMENT FOR ONLINE STUDENTS – ELITE SERVICE

Please initial all items to indicate that you have read and understand the policies and requirements in the handbook.

- ☐ I agree that I have viewed the SEA Introduction video (<https://www.youtube.com/watch?v=dydQoiEXns4>).
- ☐ I agree that I have viewed the SEA Plagiarism Policy video (<https://www.youtube.com/watch?v=erc8DIXRNjg>).
- ☐ I agree that I have submitted a current e-mail address and I agree that I will check my e-mail on a daily basis for important information and updates concerning my student. Failure to check my e-mail does not absolve me from the information or requirements contained therein.
- ☐ I understand that I am to login DAILY to the parent portal in order to view my student's academic progress.
- ☐ I understand that my student must login and complete work on a consistent basis and that if my student should be absent for any reason, I will submit a written notice to my student's teacher(s).
- ☐ I understand that tests may only be unblocked if all assignments for the unit have been completed and graded.
- ☐ I understand that I should allow at least 24 hours in response time for all grading, messages, and requests sent to Southeast Academy staff and teachers, within normal office hours (Monday - Friday, 8:30 am - 4:30 pm Eastern), excluding holidays (in accordance with the school calendar).
- ☐ I understand that I am responsible for contacting Technical Support to have all technical issues resolved BEFORE contacting a teacher to request that a quiz/test be reassigned.
- ☐ I understand that, at any time, my student may be administratively withdrawn from Southeast Academy for failure to follow policies and requirements. I understand that my local school board will be notified that my student is no longer enrolled in Southeast Academy.
- ☐ I understand that I have read the policy regarding plagiarism and academic integrity and understand that my student may be administratively withdrawn for any infraction of this policy.
- ☐ I understand that, under no circumstance, will Southeast Academy accept or give credit for completion of curriculum for which tuition has not been paid in full.
- ☐ I understand that Southeast Academy cannot release records until full tuition has been paid.
- ☐ I understand that all students (Grades 2-12) are required to complete an annual achievement test.
- ☐ I understand that failure to read and adhere to the guidelines in this handbook does not absolve me from the requirements stated therein.

Date: _____

Parent Signature: _____

Parent Name (Please Print) _____

This page must be signed and returned to Southeast Academy before enrollment can be finalized.



PARENT AGREEMENT FOR ONLINE STUDENTS – PREMIER SERVICE

- ____ Please initial all items to indicate that you have read and understand the policies and requirements in the handbook.
- ____ I agree that I have viewed the SEA Introduction video (<https://www.youtube.com/watch?v=dydQoiEXns4>).
- ____ I agree that I have viewed the SEA Plagiarism Policy video (<https://www.youtube.com/watch?v=erc8DIXRNjg>).
- ____ I agree that I have submitted a current e-mail address and I agree that I will check my e-mail on a daily basis for important information and updates concerning my student. Failure to check my e-mail does not absolve me from the information or requirements contained therein.
- I ____ understand that I am to login DAILY to the parent portal in order to view my student's academic progress.
- ____ I understand that my student must login and complete work on a consistent basis and that if my student should be absent for any reason, I will submit a written notice to my student's teacher(s).
- ____ I understand that tests may only be unblocked if all assignments for the unit have been completed and graded.
- ____ I understand that the Southeast Academy teacher(s) will perform all manual grading and will unblock all tests.
- ____ I understand that if my student should require additional help or assistance with academic concepts or material, that I will be responsible for securing tutoring support services, either through Southeast Academy or an outside source.
- ____ I understand that I should allow at least 24 hours in response time for all grading and unblocking of tests, within normal office hours (Monday - Friday, 8:30 am - 4:30 pm Eastern), excluding school holidays.
- ____ I understand that I am responsible for contacting Technical Support to have all technical issues resolved BEFORE contacting a teacher to request that a quiz/test be reassigned.
- ____ I understand that, at any time, my student may be administratively withdrawn from Southeast Academy for failure to follow policies and requirements. I understand that my local school board will be notified that my student is no longer enrolled in Southeast Academy.

- ____ I understand that I have read the policy regarding plagiarism and academic integrity and understand that my student may be administratively withdrawn for any infraction of this policy.
- ____ I understand that, under no circumstance, will Southeast Academy accept or give credit for completion of curriculum for which tuition has not been paid in full.
- ____ I understand that Southeast Academy cannot release records until full tuition has been paid.
- ____ I understand that all students (Grades 2-12) are required to complete an annual achievement test.
- ____ I understand that failure to read and adhere to the guidelines in this handbook does not absolve me from the requirements stated therein.

Date: _____

Parent Signature: _____

Parent Name (Please Print) _____

This page must be signed and returned to Southeast Academy before enrollment can be finalized.

1. **Your student must maintain adequate monthly progress.** Failure to progress means you will be responsible for the increase in tuition from the Parent-Teacher Led program to the Elite Service program option.
2. **If the student utilizes the Ask for Help button,** this will come to your attention and you will need to give the student the required help.
3. Please refer to **the Quick Start Guide** that was attached to your e-mail with your username and login. Here is a helpful link to get you started as well!
<https://southeastacademyonline.com/instructions/>
4. **All tests are blocked** and are to be unblocked by you, after you have checked your student's progress and understanding of the unit material.
5. **A quiz or test may only be entered 1 time.** If a student has a computer issue during a quiz or test, please contact our Technical Support team (877-251-6662) before contacting Test Teacher to have it reset.
6. **Quizzes or tests are not to be reassigned by parents.** If you would like for your student to repeat a quiz, it must be taken before the unit test is taken.
7. **At no time should a parent skip a lesson, quiz or test** that has been assigned to a student. Parents should not assign any additional units or lessons. Any units assigned by the parent that were not required by Southeast Academy will result in a \$10 charge for that unit. The student will not receive credit for that unit.
8. **Parents should not change any assignments to skipped, assigned, or completed.**
9. The status button should not be used at any time to accept or complete a lesson.
10. All work for reports must be shown online in order for the student to receive credit. **DO NOT ENTER** grades for work not completed, including projects and essays.
11. **Please keep your parent log in information secure at all times.** At no time should a student have access to this information. It is recommended that you not save this password on your computer but that you enter it each time you log in.
12. If you have any questions, please call our office at (276)496-7777.
13. **Your student's grades are not final until Southeast Academy has evaluated all completed work.**

I understand that failure to follow these guidelines will result in Southeast Academy disabling your grading privileges. In which case, you will be responsible for the increase in tuition from the Parent-Teacher Led program to the Elite Service program option.

Date: _____

Parent Signature: _____

Parent Name (Please Print) _____

This page must be signed and returned to Southeast Academy before enrollment can be finalized.

BASIC PROGRAM

_____ I agree that I have submitted a current e-mail address and I agree that I will check my e-mail on a daily basis for important information and updates concerning my student. Failure to check my e-mail does not absolve me from the information or requirements contained therein.

_____ I understand that it is my responsibility as the "Parent-Teacher" to perform all manual grading not automatically performed by the Ignitia system on a DAILY basis. I understand that I am NOT to enter grades for work that has not been completed. ALL WORK

MUST BE SHOWN. Southeast Academy administration reserves the right to evaluate all manual grading and assign grades accordingly.

_____ I understand that, should I abuse my "Parent-Teacher" privileges, my student(s) will be required to

complete all course work Online with the Elite Service option so that a Southeast Academy teacher may oversee all course work and manual grading.

_____ I understand that, at any time, my student may be administratively withdrawn from Southeast

Academy for failure to follow policies and requirements. I understand that my local school board will be notified that my student is no longer enrolled in Southeast Academy.

_____ I understand that, under no circumstance, will Southeast Academy accept or give credit for completion of curriculum for which tuition has not been paid in full.

_____ I understand that Southeast Academy cannot release records until full tuition has been paid. I understand that all students (Grades 2-12) are required to complete an annual achievement test.

_____ I understand that failure to read and adhere to the guidelines in this handbook does not absolve me from the requirements stated therein.

Please read carefully. *Since your student is not on teacher support, you as the parent are responsible to login to your account daily and grade the work for the student that the computer does not grade. This involves discussion questions or essays.*

14. **Your student must maintain adequate monthly progress.** *Failure to progress means you will be responsible for the increase in tuition from the Parent-Teacher Led program to the Elite Service program option.*
15. **If the student utilizes the Ask for Help button,** *this will come to your attention and you will need to give the student the required help.*

16. Please refer to **the Quick Start Guide** that was attached to your e-mail with your username and login. Here is a helpful link to get you started as well!
<https://southeastacademyonline.com/instructions/>
17. **All tests are blocked** and are to be unblocked by you, after you have checked your student's progress and understanding of the unit material.
18. **A quiz or test may only be entered 1 time.** If a student has a computer issue during a quiz or test, please contact our Technical Support team (877-251-6662) before contacting Test Teacher to have it reset.
19. **Quizzes or tests are not to be reassigned by parents.** If you would like for your student to repeat a quiz, it must be taken before the unit test is taken.
20. **At no time should a parent skip a lesson, quiz or test** that has been assigned to a student. Parents should not assign any additional units or lessons. Any units assigned by the parent that were not required by Southeast Academy will result in a \$10 charge for that unit. The student will not receive credit for that unit.
21. **Parents should not change any assignments to skipped, assigned, or completed.**
22. The status button should not be used at any time to accept or complete a lesson.
23. All work for reports must be shown online in order for the student to receive credit. **DO NOT ENTER** grades for work not completed, including projects and essays.
24. **Please keep your parent log in information secure at all times.** At no time should a student have access to this information. It is recommended that you not save this password on your computer but that you enter it each time you log in.
25. If you have any questions, please call our office at (276)496-7777.
26. **Your student's grades are not final until Southeast Academy has evaluated all completed work.**

I understand that failure to follow these guidelines will result in Southeast Academy disabling your grading privileges. In which case, you will be responsible for the increase in tuition from the Parent-Teacher Led program to the Elite Service program option.

_____ Parent Signature

_____ Date Signed