Welcome!

Student Expectations:
1. Log in and engage in your class regularly.
2. Manage time and stay on schedule.
3. Enjoy the environment and be willing to learn.
4. Have adequate Internet service and a reliable computer system.
5. Problem solve and work through technical problems and assignment issues. If struggling with technical problems, please reach out for support.
6. Be self-motivated and able to work independently.
7. Communicate with your instructor and classmates in a friendly, courteous manner. Follow Fuel Ed Terms of use and turn in original work. Your instructor will monitor for netiquette and plagiarism.
8. Do your best on each and every assignment.

Number of Credits: .5 (semester)

Course Length: Approximately 18 weeks, depending on your start date. (Summer sessions are 6 weeks). You should plan on 4-6 hours a week minimum during the school year and 10-20 hours a week during the summer for a single semester course.

Drop Policy: Course information is entered on the student’s permanent academic record/high school transcript. In the event a student drops an online course, the grade for the online class is entered on the student’s permanent academic record as follows:
   o Online courses dropped prior to the 10th day of the course (2nd day for summer session) do not appear on a student’s high school transcript/academic record.
   o Online courses dropped between the 11th day and the 20th day (inclusive) of the course start date appear as a ‘W’ on the student’s high school transcript/academic record (3rd day and the 4th day for summer session).
   o Online courses dropped on or after the 21st day of the course (5th day for summer session) appear as an ‘F’ on the student’s high school transcript/academic record.

Refund Policy: The Refund policy (only for those students/families that paid a course fee): If you drop the course prior to the online course start date, you will receive a full refund. Courses dropped after the start date may receive a partial refund based on the refund policy of the third party online provider.
Instructor Expectations:

1. Communicate with students in a friendly, clear and courteous manner.
2. Fuel Ed instructors typically respond to questions and help requests within 24 hours Monday through Friday.
3. Grade assignments within 3 days of the due date; exceptions may occur for a large project.
4. Maintain scheduled weekly office hours and be available for conferences and phone calls.
5. Keep accurate records and current postings in Fuel Ed.
6. Monitor discussion activities as assigned.
7. Facilitate your learning by creating a safe and fun learning environment.

Grading: Your grade in this class will be determined by demonstrating understanding of the key concepts and skills covered in this class. This will include a combination of assignment types. Your online teacher will provide your final grade. We recommend that parents sit down with their child once a week to monitor their progress in the class. Please see Fuel Ed grading scale below:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>93-100%</td>
</tr>
<tr>
<td>A-</td>
<td>90-92%</td>
</tr>
<tr>
<td>B+</td>
<td>87-89%</td>
</tr>
<tr>
<td>B</td>
<td>83-86%</td>
</tr>
<tr>
<td>B-</td>
<td>80-82%</td>
</tr>
<tr>
<td>C+</td>
<td>77-79%</td>
</tr>
<tr>
<td>C</td>
<td>73-76%</td>
</tr>
<tr>
<td>C-</td>
<td>70-72%</td>
</tr>
<tr>
<td>D+</td>
<td>67-69%</td>
</tr>
<tr>
<td>D</td>
<td>60-66%</td>
</tr>
<tr>
<td>F</td>
<td>0-59%</td>
</tr>
</tbody>
</table>

Communication with Instructor: Always communicate in a friendly, courteous, and respectful manner. Students are expected to communicate weekly with their instructor. Please respond to your teacher’s emails in a timely manner and participate in the class discussions. Please include your full name and specific unit and lesson information in all email correspondence to your instructor.

Due Dates: There is no penalty for late work but we expect students to stay on schedule. If you find you are having trouble meeting your deadlines, contact your instructor immediately. This class moves very quickly. If you get behind, it is very difficult to catch up. You are always welcome to work ahead of schedule if you wish.

Communication with the Instructor: Please include your full name and the Unit Lesson Activity (ULA) number in all email correspondence to your instructor. Always communicate in a friendly, courteous, and respectful manner.

Assignment Feedback: Your instructor will provide a brief commentary about assignment grading. Please read the comments included as it will help you understand your grade.

Working Ahead: It’s never a problem for you to step up your work pace.
Issaquah School District

Student Code of Conduct

1. Posting anonymous messages is not permitted except for the express purpose of collaborative writing. Impersonating another person is also strictly prohibited.
2. Use only your own user name and password, and do not divulge these to anyone.
3. Do not aid anyone in gaining unauthorized access to password-protected Apex pages.
4. Do not publicly post your personal contact information (address and telephone number) or anyone else's.
5. Do not publicly post any messages that were sent to you privately.

Academic Integrity

Academic integrity violations are tracked throughout a student’s high school career (grades 9-12). Academic integrity violations include, but are not limited to:

- Plagiarizing or submitting any part of another person’s work as representing one’s own scholarship.
- Distribution/sharing of class assignments or test information in either written or verbal form to another student without teacher permission.
- Unauthorized Collaboration – working with others without the specific permission of the instructor on assignments that will be submitted for an individual’s grade. This applies to in-class or take-home assignments/homework, projects, tests, or labs.
- Collusion – supporting the lack of integrity/honesty by another student, as in allowing one’s work to be copied or submitted for assessment by another. Collusion also includes the use or sharing of identical or highly similar passages of one’s own work, or the work of another, unless specifically authorized by the teacher.
- Cheating – using notes or other materials without a teacher’s permission on tests and assignments.
- Technology Malpractice – any misuse or abuse of private or public technology in relation to grades or in acquiring an academic advantage, including infractions of the school technology user agreement, language translation websites, cell phone messaging or picture transmission.

Consequences for Violation of Academic Integrity/Honesty

The degree or level of violation of the academic integrity/honesty, including specific circumstances, will be weighed in each case. Depending upon the severity of the violation, consequences may be accelerated even for a first time offense.

**Standard Consequence for 1st violation is:**

- Failing grade for the assignment/test/project
- Parent contact

**Standard Consequence for 2nd violation ranges from:**

- Failing grade for the assignment/test/project
- Parent contact
- If the same grading period as the first violation: Loss of credit with a failing grade and possible withdrawal from the course, including a reduction and possible rearrangement of the student’s academic schedule
- Possible short-term suspension
- Please note – if the course is a graduation requirement, the student will need to take responsibility to make up the course requirement
Student Code of Conduct

ACADEMIC HONESTY

As members of Fuel Education® (FuelEd), students have a responsibility to conduct themselves with the highest standards of honesty and integrity. Academic honesty is one of the most important characteristics of any class. Through FuelEd, students are given the opportunity to achieve academically through an online environment; therefore, it is very important that mutual trust exists between instructors and students.

Accordingly, honesty in all academic matters is expected from all students. Any attempt to cheat, plagiarize, falsify information, or receive credit for work you did not do will be considered dishonest behavior and will be dealt with accordingly by the instructor, mentor, and the FuelEd administration.

The following are examples of some, but not all, acts that are considered dishonest behavior.

- Plagiarism – representing another’s ideas, words, expressions, or data in writing or presentation without properly acknowledging the source.
- Submitting work through the use of another person’s password/login is considered dishonest behavior. Student logins/passwords are confidential information that should not be shared with others. Any assignments, work, or projects posted while using another student’s login will be considered plagiarism.
- Cheating – intentionally using or attempting to use unauthorized material, assistance, or study aids in any academic work. Cheating includes copying another student’s work and submitting it as your own.
- Performing work or taking an examination for another student or having another perform work or take an examination for you.
- Falsification and/or misrepresentation of data (submitting made up data or sources).
- Computer crimes – damaging computer programs, hacking, constructing viruses, introducing viruses into a system, copying programs, etc.
- Inappropriate use of email, discussion forums, or synchronous chat rooms (Blackboard Collaborate).
- All work submitted in a world language course must be the original work of the student, therefore the use of outside resources such as online translators, dictionaries, or family/friends—tutors who speak the target language is strictly forbidden.

APPROPRIATE BEHAVIOR

In addition to practicing academic honesty, students are also expected to demonstrate respect toward their instructor and classmates at all times.
Student Code of Conduct

The following are examples of some, but not all, acts that will be considered inappropriate behavior in an online course:

- Offensive language used in email, course messages, discussion board postings, course assignments, etc. In addition, students will be expected to follow the appropriate conventions of English (i.e. spelling, grammar, sentence structure, word choice, etc.) to ensure that ideas are clearly communicated.

- Cyberbullying of any form. Cyberbullying includes, but is not limited to, harassing, teasing, intimidating, threatening, or terrorizing another student or staff member by way of email, instant message, text message, picture, or website. These messages will be considered cyberbullying if the act is:
  - Emotionally, mentally, or physically harmful to a student or staff member
  - Places a student or staff member in reasonable fear of physical or emotional harm
  - Is persistent to the extent that it creates in intimidating or threatening educational environment
  - Interferes with the education of another student

ADDITIONAL NOTE

Students are responsible for their own learning. If a student is unable to login to course websites, or experiencing any other difficulties with technology or communication in the course, it is his or her responsibility to proactively seek help in finding a solution. Contact information for mentors, instructors, etc. should be stored offline so that it is accessible at all times. In addition, students can visit the Service Station to find answers to FAQs and/or submit a ticket for assistance.

CONSEQUENCES

Any instances of academic dishonesty and—or inappropriate behavior will be communicated to the student's mentor. Traditionally, the student's local school's discipline policy will be followed and the student's mentor will determine appropriate consequences.

Possible action may include:

- Loss of grade points
- Disciplinary action via local school in accordance with local school or district policy
- Removal from the course
- Failure to receive credit for the course

However, if the student's behavior directly threatens the safety of the learning environment, FuelEd administration may implement disciplinary action immediately without local school approval.