Online Course Orientation Packet
Apex/Middlebury

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 Apex Student Code of Conduct 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:
- 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.
- 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).
- 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. Apex/Middlebury 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 on Apex/Middlebury.
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 Apex/Middlebury grading scale below:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
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</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>
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<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>66-60%</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.

- Due dates for all activities are listed with your Middlebury calendar.

Proctored Exams: All unit exams will be taken in-person at designated online learning testing sessions. Middlebury tests are not locked but should only be accessed in the designated online learning testing sessions.

Assignment and Test Feedback: Your instructor will provide a brief commentary about assignment grading. Please take time to read the comments included as it will help you understand what your instructor is looking for. Unit test scores will be returned with minimal feedback. This practice helps protect the integrity of the tests.

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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/Middlebury 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
Apex/Middlebury Academic Honestly Policy

The student body and staff are opposed to all cheating, plagiarism, and dishonesty. To support this policy, certain safeguards are in place for academic security. For such a policy to be meaningful, the support of all students and parents is required.

**Cheating**: Any intentional giving/discussing/using of external assistance relating to examination, test or quiz without the express permission of the teacher.

**Fabrication**: Any intentional falsification or invention of data, citation, or other authority in an academic exercise.

**Unauthorized collaboration**: Intentional collaboration of an assignment between a student and another person, if such collaboration is not permitted.

**Plagiarism**: Any intentional use of another's ideas, words, or work as one's own. Plagiarism includes the misuse of published/copyrighted material, whether written or visual, and/or the work of other students.

**Theft or alteration of materials**: Any intentional or unauthorized taking, concealment, or alteration of student, teacher, office or library materials.

**Pattern of test avoidance**: A pattern of absences on test days or major assignment due dates for the apparent advantage of performing better at a later date or for gaining extra working/studying time.

**Pressure for unsubstantiated grade changes**: Any student request for a raised grade that is not based on mistakes in correction, recording, averaging, or other clerical error.

**Abusive conduct with computers and the network**: Includes, but is not limited to, prohibited use, damage or theft of system hardware or software; the altering of any system software or software configurations; placing unlawful information, computer viruses or harmful programs on any computer; and pirating copyrighted software.

**Prohibited Use**: Transmission of any material in violation of any federal or state law is prohibited. This includes, but is not limited to, distribution of:

- Information that violates or infringes upon the rights of any other person.
- Defamatory, inappropriate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, or illegal material.
- Advertisements, solicitations, or political lobbying.
- Information that encourages the use of controlled substances or the use of the system for the purpose of inciting crime.

**Unauthorized electronic entry**: Any entry without permission. Accessing, downloading and/or printing of materials that are considered by staff to be pornographic, unlawful, obscene, or otherwise objectionable.

All students will have due process in the handling of the infractions listed in this policy. Possible penalties for infractions include: parent notification, lowering of academic grade, removal from class with F, detention, suspension, and expulsion.

Inappropriate use may result in the cancellation of network privileges. The site system administrator(s) or district security administrator may close an account at any time if deemed necessary.