



2017 Student Handbook



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Introduction

Vision Statement

Nextide Academy will be known as a premier American learning institution offering comprehensive, collaborative, and affordable learning to a global community..

Mission Statement

Nextide Academy provides high-quality, flexible, individualized educational experiences in a safe, technology-enabled learning environment to empower students to achieve their academic and personal goals.

Nextide Academy staff, students, parents and school partners work to achieve our mission through a process of continuous improvement and professional development based on the Expected School-wide Learning Results outlined below for School Culture, Engagement, Instruction, and Achievement:

- Problem Solvers
- Responsible Global Citizens
- Independent Learners

General Information

Student Enrollment Information and Process



Students can enroll full-time or part-time at Nextide Academy. All students who have met the prerequisite(s) (previous course taken, grade level or entry test) can enroll in a course(s). At Nextide Academy, learners can personalize the course load depending on their needs and goals.

If students enroll part-time to take an online course at Nextide Academy in addition to a full schedule classes at another school, it will be at the discretion and approval of their local school to award the credits. Those students should get prior approval from their current school to ensure transfer of credits.

There is no limit to the number of courses that a student may take if the student meets the course prerequisites.

Home school students may also register for Nextide Academy courses in addition to their home instruction. Such students will be considered as part-time students.

Enrollment Steps:

1. All applicants interested in our full-time program or individual courses must complete the online pre-registration form at <http://www.nextideacademy.org/admissions/pre-registration/>
2. Within five days of completing the application, an enrollment coordinator will call you to discuss your candidacy and walk you through the enrollment process.
3. Nextide Academy Admissions Staff will conduct an interview with the parent(s) and student to understand the requirements.
4. The Nextide Academy admission committee will review your application and provide a decision.
5. Upon acceptance, an enrollment packet needs to be completed and submitted before final steps will be taken to enroll a student.



6. Once all of these steps have been completed, the student will be enrolled into the required courses.

All steps are necessary in the application and enrollment process. Parents must fully complete the enrollment packet, submit all required documentation, and have characteristics that match this type of schooling before enrollment is approved. Failure to provide all requested information will forfeit the enrollment process.

Required Documents at Enrollment:

- Completed Enrollment Packet
- Copy of Official Birth Certificate or Government document with the date of birth details
- Transcript or Academic Record from the highest grade completed or adequate standardized test results for the requested grade of enrollment. The academy will subject the applicants to a standardized test for placement if the student cannot produce previous educational credentials.

Academic Calendar

Nextide Academy has a rolling admission system. You can apply when you are ready to start learning at Nextide Academy.
(Periodic Maintenance Schedule: December 24-January 15)

Repeating Course(s)

If a student does not pass a class with a 65% or higher overall grade, the course will be repeated. Students who fail a course will be re-



enrolled in the course (per course tuition will apply). Students and families will have equal responsibility in ensuring that all graduation requirements have been met through successful course completion.

Dropping Course(s)

Students under the age of 18 wishing to drop a course must have a legal guardian submit a written request to the school counselor. A course drop is not official until the school administrator has expressly approved it. This written request must include the following:

- Student Name
- Parent Name (if the student is 18 or under)
- Reason for request
- Course(s) the student wishes to drop

Once the school counselor has approved the drop of the course(s), parents and students will receive written confirmation that the drop is official. Students must continue to work in all courses until the drop has been confirmed. Students wishing to withdraw from ALL of their classes must follow the procedures set forth in the withdrawal policy.

Transfer of Credits

Official transcripts are required in order to properly transfer credits to the student. How credits are accepted depends on the course previously taken and the current school district and state graduation requirements.

For transferring credits from home instruction, Nextide Academy follows the guidelines established in the “Guidelines for Home Instruction in Virginia” from Virginia Department of Education.



http://www.doe.virginia.gov/families/private_home/home_instruction/home-instruction-handbook.pdf

In addition, Nextide Academy may mandate standardized tests for evidence of achievement as needed.



Middle School Graduation Requirements

Middle

Content Area	Credits	6 th -8 th Grade Courses
English	3	English EL601, EL701, EL801
Math	3	Math MA601, MA701, MA891
Science	3	Earth and Space ES601, Life LS701, Physical PS801
Social Studies	3	US UH601, World WH701, Civics CV801
Research Methods	3	Project/Problem Based Inquiry PB601, PB701, PB801

Project/Problem based instruction engages learners in exploring authentic, important, and meaningful questions of real concern to students. Through a dynamic process of investigation and collaboration when needed and using the same processes and technologies that scientists, mathematicians and engineers use, students work in teams to formulate questions, make predictions, design investigations, collect and analyze data, make products and share ideas. Students learn fundamental science and mathematical concepts and principles that they apply to their daily lives. Project based instruction promotes equitable and diverse participation and engages students in learning. PBI Instructor will reach out to the students at the beginning of their respective grade enrollment. All PBI projects will have to



be approved by the PBI instructor. Due to the open nature of the course, grading is subjective. All grades submitted by the PBI Instructor are final.



High School Graduation Requirements

Standard Diploma - TOTAL NEEDED 22 Credits

Core Course Requirement- 15 Credits

Content Area	Credits	9 th -12 th Grade Courses
English	4	English EL901, EL1001, EL1101, EL1201
Math	3	Algebra I AL901, Algebra II AL1001, Geometry GE1101
Science	2	Biology BL901, Integrated Physics and Chemistry
Social Studies	3	Economics EC901, US History UH901, World Geography WG1001
Foreign Language, Fine Arts, and Technical Education	2	Spanish SP901, Art AR901, Computer Application and Technology CT901
Health and Physical Education	1	Health HL901, Physical Education PE901



Elective Course Requirements – 7 Credits

Content Area	9 th -12 th Grade Courses
AP Courses	English Literature and Composition EL1501, Calculus CL1501, Biology BL1501, Chemistry CH1501, US History UH1501
Language Arts	American Literature EL1401, British Literature EL1402, World Literature EL1403, Structure of Writing EL1404
Mathematics	Pre-calculus CL1201, Probability and Statistics PS1401, consumer Mathematics MA1401
Science	Chemistry CH1201, Physics PY1101
Social Science	US Government GV901, World History WH1401, World History Before 1815 WH1402, World History Since 1500 WH1404, Native American Studies: Contemporary Perspectives NA1402, Social Issues SS1401, African American Studies AA1401
Miscellaneous	Spanish SP1401, Personal Finance PF1401, Career Explorations CE1401 Academic Success AS1401



Advanced Diploma - TOTAL NEEDED 26 Credits

Core Course Requirement- 20 Credits

Content Area	Credits	9 th -12 th Grade Courses
English	4	English EL901, EL1001, EL1101, EL1201
Math	4	Algebra I AL901, Algebra II AL1001, Geometry GE1101, Pre-calculus CL1201
Science	4	Biology BL901, Integrated Physics and Chemistry CH1201, Physics PHY1101
Social Studies	3	Economics EC901, US History UH901, World Geography WG1001
New Literacies	2	Problem Based Inquiry PB901, PB1001, PB1101, PB1201
Foreign Language, Fine Arts, and Technical Education	2	Spanish SP901, Art AR901, Computer Application and Technology CT901
Health and Physical Education	1	Health HL901, Physical Education PE901



Elective Course Requirement – 6 Credits

Content Area	9 th -12 th Grade Courses
AP Courses	English Literature and Composition EL1501, Calculus CL1501, Biology BL1501, Chemistry CH1501, US History UH1501
Language Arts	American Literature EL1401, British Literature EL1402, World Literature EL1403, Structure of Writing EL1404
Mathematics	Probability and Statistics PS1401, Consumer Mathematics MA1401
Social Science	US Government GV901, World History WH1401, World History Before 1815 WH1402, World History Since 1500 WH1404, Native American Studies: Contemporary Perspectives NA1402, Social Issues SS1401, African American Studies AA1401
Miscellaneous	Spanish SP1401, Personal Finance PF1401, Career Explorations CE1401, Academic Success AS1401



Diploma Policy

Students pursuing a high school diploma from Nextide Academy must complete a minimum of 25% of the total credits from Nextide Academy to earn the high school diploma. All credits transferred must be from accredited high schools. Home school students and foreign students will be subject to waiver tests.

Withdrawal Policy

Students planning on withdrawing from Nextide Academy should follow the below procedures:

- Students under the age of 18 wishing to withdraw from Nextide Academy must have a parent or legal guardian submit a written request to the school counselor.
- Student Achievement Coordinator sends withdrawal form to student. Withdrawal is not official until the school counselor has expressly approved it.
- Students who wish to withdraw must withdraw within 14 calendar days from the first day of logging onto the course. The student is assessed an administrative fee of \$75 for withdrawal more than 14 calendar days after the first login per course.

Tuition

Middle school full-time and fees per year- \$1,350

High school full-time tuition and fees per year- \$1,550

Individual courses- \$325

Nextide Academy accepts private school vouchers.



Payment of tuition indicates that the parent/guardian along with the respective student accepts to abide by all school policies included in this Student Handbook and the other detailed policies that can be accessed at <http://www.nextideacademy.org/policies>.

Any changes to these policies will be communicated (Website/Newsletter) and if you do not agree to any of the changes, please contact the Helpdesk at helpdesk@nextideacademy.org or <http://helpdesk.nextideacademy.org>



Financial Aid

At Nextide Academy, we believe that our financial aid program is an investment in students and their futures. We are fully committed to our need-based financial aid program. We admit students from all over the world without regard to their financial circumstances or aid eligibility. For instructions on how to apply for need-based financial aid, write to us at info@nextideacademy.org. If family circumstances change, our students may apply for need-based aid at any time during their enrollment and each case will be reviewed individually.

Textbooks, Equipment, and Supplies

All textbooks, equipment, supplies, and computer access needed to participate in a Nextide Academy course, should be provided by the parent/guardian, or in the case of scholarship recipients, the scholarship funds..

Student Code of Conduct

All students will be required to agree to abide by the Student Code of Conduct. The code outlines expectations for appropriate student behavior and the consequences associated with failure to adhere to the code.

Academic Integrity and Ethics Agreement

Knowledge is too precious to steal. Make sure that everything you turn in is your own work; even work done during cooperative learning. Plagiarism and cheating will not be tolerated. Those found participating



in such behaviors will receive no credit for their work and will have to complete an alternate assignment.

Students are required to fully commit to academic integrity and are required to agree to abide by the following set of expectations:

- Each student is expected to verify that the work on each assignment is his or her own.
- The eLearning instructor must preapprove collaborating with another classmate on quizzes and exams.
- Students may not plagiarize in any form.
- No student may allow others to copy his/her work.
- No student may misuse content from the Internet (i.e. using material without proper citation).
- No student should store course work on a public or shared network drive.
- If the student plagiarizes work in any manner, the student is subject to disciplinary action, including being given a zero for that assignment, having to complete alternate assignments, removal from the course with a failing grade, or other consequences.
- Certain tests as determined by the online facilitators are to be administered to students by an approved proctor on a date before the course end date that is mutually convenient. The student is responsible for selecting a qualified proctor who must be approved by Nextide Academy. A list of acceptable proctors is provided in the Proctoring Policy that can be accessed from the Policies section under the Resources link at the Nextide Academy website.



Right to Privacy

Nextide Academy will abide by the student privacy guidelines set forth by the Family Education Rights and Privacy Act (FERPA). The following individuals have access to student records: Nextide Academy management team, the professional staff, and appropriate administrative support staff members and other professionals who have a legitimate educational or legal interest in student records. A final grade report is available to the student's local school upon completion of their online course(s) or at any time upon the request of the local school and/or student's legal guardian, and/or instructor of record.

The names of Nextide Academy students, their images, and their coursework will not be published on the public Nextide Academy website and social media without student and parent/guardian consent.

Each Nextide Academy student is provided a unique password that will allow him/her to access the online course. It is the responsibility of the student to keep his/her password secure.

Students should not consider communication within Nextide Academy's course management system as private. Inappropriate use of any Nextide Academy communication tools, profanity or cyber-bullying is grounds for discipline including but not necessarily limited to the following: parental contact; application of code of conduct consequences; administrative removal from Nextide Academy courses; or contact of law enforcement agencies in instances where violation of local, state, or federal laws is suspected.

Statement of Nondiscrimination

There are no restrictions on the class of individuals who are eligible students. There will not be any restrictions or limitations in the



selection procedures based upon race or the employment status of the prospective student or any relative of the prospective student. Nextide Academy will never discriminate on the basis of race, color, ethnic background, religion, gender, age, or disability.

Acceptable Use of Technology

All students and staff are expected to conduct their communications in a professional and respectful manner. Inappropriate language or behavior will result in disciplinary action and possible termination from the course at the discretion of the Nextide Academy management team and the student's ELIs. Each student will acknowledge his/her willingness to abide by Nextide Academy's Acceptable Use Policy and the procedures outlined therein will apply to all online courses.

Netiquette

Internet etiquette will help you communicate online in an efficient, effective, and courteous manner.

- Write using the standard rules of English. Capitalize when appropriate, spell correctly, and use proper grammar to the best of your ability. Your communication should reflect this formal academic environment.
- Avoid acronyms except when instant messaging or texting.
- Proofread before you send or submit.
- Be clear and concise.
- When writing e-mails or texts, begin with a salutation and type your name at the end.
- Follow the golden rule to treat your classmates and instructors the way you want to be treated. Or better yet, follow the platinum rule and treat others the way they want to be treated.
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Detailed policies can be accessed from the Policies page at <http://www.nextideacademy.org/policies/>.

Academic Guidelines

Progress Report

Students can check their progress by logging into the learning management system and viewing the student progress report. The progress report is on the home page and all courses in which the student is enrolled. Parents can request for progress by submitting a request at <http://helpdesk.nextideacademy.org>.

Grade Calculation Guide

Grade Percentage (range)	Grade
93-100%	A
90-92.9%	A-
87-89.9%	B+
83-86.9%	B
80-82.9%	B-
77-79.9%	C+
73-76.9%	C
70-72.9%	C-
67-69.9%	D+
65-66.9%	D
0-64.99%	F

Assessment Reset Procedure

The following is the recommended procedure for allowing assessment resets. Allowing assessment resets is entirely at the discretion of the instructor.



Homework Assignments

A student may retake missed questions for 75% credit on a homework assignment in which he/she has earned a score of 69% or below if the following conditions are met:

- Student must consult with the teacher for reinstruction and direction.
- The homework assignment must not have been set for retake at any other time in the past.

Unit Tests

A student may retake missed questions for 50% credit on a unit test in which he/she has earned a score of 69% or below if the following conditions are met:

- Student must consult with teacher for reinstruction and direction.
- Student must have a grade of 70 or above on all homework assignments for that section unit.
- The test must not have been set for retake at any other time in the past.

Essays and Essay Unit Tests

An essay or essay unit test may be reset for full or partial credit at the teacher's discretion upon student-teacher consultation and in accordance with the plagiarism policy (if applicable).



Summative Assessments

Students enrolled after January 1, 2016 will be subject to a summative assessment. Summative assessments may be used at an alternate test at the discretion of the academy. The assessments also provide means for the academy to understand and react to student performance on a national stage.

Academic Integrity

Nextide Academy expects a full commitment to academic integrity from each of our students. By enrolling in Nextide Academy your commitment to academic integrity as a student at Nextide Academy will be recorded.

- a) Your work on each assignment will be completely your own.
- b) Your collaboration with another classmate on any assignment will be pre-approved by your instructor.
- c) You will not practice plagiarism in any form.
- d) You will not allow others to copy your work.
- e) You will not misuse content from the Internet.
- f) Instructors are empowered to test the students with additional tests/quizzes if they suspect that the academic integrity is violated.



Technology Awareness

System Requirements (Windows Users)

- Windows Vista, or Windows 7 or 8
- High Speed Internet connection (e.g. DSL, Cable, etc.)
- Soundcard and speakers

System Requirements (Mac OS Users)

- Mac OSX 10.6, 10.7, 10.8, or 10.9
- High Speed Internet connection (e.g. DSL, Cable, etc.)
- Soundcard and speakers

Screen Resolution

We recommend setting your screen resolution to 1280x1024 or better. If you currently see a horizontal scroll bar at the bottom of your screen and would like to eliminate this, you can do so by resizing your screen. If you need help with your screen settings, please follow the instructions below on resizing your screen.

Resizing your Screen

To check the resolution setting for Windows:



- 1) Go to the Start Menu on the lower left corner of your screen.
- 2) Select the Control Panel option.
- 3) Choose the Display icon.
- 4) Select the Adjust Screen Resolution link.
- 5) In the drop down menu for the Resolution topic, make sure the setting is at 1280x1024 or higher. (If it is not already on 1280x1024 or higher, move the slider to change this setting.)

To check the resolution setting for Macintosh:

- 1) Click on the Apple menu on the top left corner of your screen.
- 2) Select the System Preferences menu option.
- 3) Under the Hardware topic, choose the Displays icon.
- 4) In the Resolutions box, highlight a resolution of 1280x1024 or higher.

Brower Requirements

The two most recent versions of any of the following browsers with JavaScript enabled are supported:

Google Chrome

Mozilla Firefox

Microsoft Internet Explorer

Getting Started

Students are responsible for all this information. If you have a question, contact your Adviser.



To Do Before the First Day of Learning

- 1) Make sure that your computer meets our technology requirements. It is highly recommended that your computer meet these technology requirements. All of the basic Internet apps, plugins and updated (like Firefox, Adobe Reader, Java, etc.) can be found free of charge.
- 2) Check with your facilitator for any course-specific technology requirements, textbooks, or supplies that you must have to take the course.
- 3) Get started with your Academic Success course. Check with your Facilitator to see if you are properly enrolled.

Important Information

- The 14th day after you login is the last day that you can drop a course. Your Adviser must drop you from the course. A parent alone cannot drop you from the course. Any student still on the roster after the 14th day will receive a grade for the course.
- If you do not log in and submit your first assignment by the 60th day after enrolling, you will be administratively dropped from the course by Nextide Academy.
- Progress reports: Progress reports and final grades will be available on SIS via the “Grades”.
- If you have difficulty contacting the instructor, contact the Helpdesk (helpdesk@nextideacademy.org or <http://helpdesk.nextideacademy.org>)
- If you are having a problem, seek help. For instance, if your password stops working, you can always use the password-



reset link on the login page. If your password still does not work, contact the Helpdesk immediately.

- If you are having difficulty submitting an assignment, let your instructor know immediately.
- You will not have access to the course after you complete the course. Save your notes and post all assignments you want to keep on Mahara.
- If you are struggling in class, seek help immediately!
 - Request help at <http://helpdesk.nextideacademy.org> to see who can help you with your particular problem.
 - Contact your instructor to make an appointment for live help.
 - Peer tutoring is available for certain courses.
 - See if your community has a computer lab or Internet Café option that is safe and available for you. You may find some assistance there, especially if you are having computer issues. Also remember that local public libraries and universities may have public access computers and may have staff that will help you when needed.

Accessing Courses

Once you are enrolled, you can access your online course by following these steps:

- 1) Go to nextideacademy.org > Resources > Portal login
- 2) Enter your username* and password (Usernames and passwords are sent to the e-mail provided during registration)
- 3) Customize your password on the first day of classes.
- 4) Access your courses on the LMS.



*Student Username Protocol Change: As of January 1, 2016, we have revised the policy to not use any part of the learners' names as user-id.

LMS Student Orientation:

For online academic success, please access the LMS Student Orientation Document in the "Quick Links" Section at <http://www.nextideacademy.org/faq/>

If you have trouble accessing your course, please submit a ticket at <http://helpdesk.nextideacademy.org>