

Welcome to Obridge Academy

Student/Parent Handbook

2020-2021



www.ObridgeAcademy.com

+1.866.611.9668



Dear Student:

Welcome to Obridge Academy, a school committed to offering students a rigorous, college preparatory high school program in an interactive, 21st century online format.

Many of you have joined our school to complete only one course or a series of courses, while some of you have enrolled fulltime to earn your high school diploma through Obridge Academy. We welcome all of our part-time and fulltime students who are seeking innovative ways of learning through the use of technology and applicable 21st century skills. While some students do well in traditional schools, other students find themselves excelling academically in an online teaching and learning environment.

The online classroom offers a high degree of connectivity between you, your fellow students and your instructor. All courses are considered college preparatory and prepare students both academically and with relevant skill sets to better prepare you for continued post-secondary education or the workforce. Obridge Academy provides you the ability to learn with other students around the globe and across a variety of diverse, multi-cultural and regional perspectives.

As part of this challenging learning environment, students are expected to maintain consistent and regular participation in all courses and to complete all required coursework including assignments, assessments, discussion forums, projects and all other course requirements as outlined by the teacher. Your commitment to academic excellence will ensure you learn the materials needed to prepare you for college or the workforce.

Welcome to Obridge Academy! We promise that you will have a positive educational experience.



Contact OBRIDGE ACADEMY

For further information on the contents of this handbook or to request additional information regarding **OBRIDGE ACADEMY** please contact us: +1. 866.611.9668

Obridge Academy Mission Statement

Obridge Academy is committed to providing an interactive, media-rich, college preparatory education for Grades 6-12 in a flexible, student-centered learning environment to a diverse population of learners.

Obridge Academy Core Values

The core values reflect the service-oriented atmosphere embraced by the Obridge Academy staff and faculty to reinforce the belief that all students can be successful.

Innovation	Opportunity	Achievement	Collaboration	Flexibility
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Obridge Academy Learning Outcomes

It is expected that Obridge Academy students will:

As Engaged Learners	<ul style="list-style-type: none"> • Demonstrate self-directed learning skills such as time management and personal responsibility through the completion of course requirements • Develop an understanding of preferred learning styles to enhance academic potential • Incorporate effective and relevant Internet and multimedia resources into the learning process • Pursue lifelong learning skills
As Critical Thinkers	<ul style="list-style-type: none"> • Analyze and articulate opinions on a variety of complex concepts • Illustrate a variety of problem-solving strategies that strengthen college preparation and workforce readiness • Formulate a framework for applying a variety of technology and Internet-based research to enhance information literacy and collaborative thinking
As Effective Communicators	<ul style="list-style-type: none"> • Demonstrate awareness and sensitivity to tone and voice in multiple forms of communication • Express concepts and ideas in a variety of forms • Enhance communication skills through the use of media rich or other technology resources
As Global Citizens	<ul style="list-style-type: none"> • Appreciate the value of diversity • Understand the range of local and international issues facing today's global community • Demonstrate awareness of the importance of cultural sensitivity and social responsibility in the 21st century

Obridge Academy Student Admission

Obridge Academy admits students without regard to race, color, national or ethnic origin. Every student is afforded all the rights, privileges, programs, and activities generally accorded regardless of background. Obridge Academy does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, or other programs.

Obridge Academy is committed to ensuring that students feel connected to their peers. Through interactive functions such as threaded discussions, live chat rooms, interactive board activities, and student pages in the learning management system, students are provided regular interactive opportunities, thus creating a rigorous and relevant learning environment.



Full-Time High School Students

Full-time students attend Obridge Academy with the intention of graduating and receiving a diploma; full-time students are required to register for six courses per year.

The following materials are required for full-time student enrollment:

- Application for Admission
- Integrity Agreement
- Handbook Acknowledgment Form
- Official Transcripts
- Copy of Birth Certificate
- \$165 Non-refundable Registration Fee

Obridge Academy assumes no responsibility for courses taken in duplication prior to receipt and review of a student's official transcripts. The Obridge Academy staff will work with parents/guardians to ensure that all admissions requirements are met. As part of graduation requirements, all Obridge Academy students must meet Florida DOE requirements of 24 credits to earn a diploma.

Part-Time Students

Part-time students take Obridge Academy classes as a supplement to another program, or course of study. Part-time students typically take one to two courses per semester. These students may take Obridge Academy courses for a variety of reasons including remediation, acceleration, special examination preparation, college acceptance, or general enrichment.

Part-time students who wish to transfer Obridge Academy credits to their primary high school must present an approved Course Transferability Verification Form to the Obridge Academy administration. The transferability of credit is not determined by Obridge Academy, but by the student's primary institution. Upon request, Obridge Academy staff is available to consult with counselors at the student's primary institution to provide information regarding Obridge Academy courses and curriculum.

The following materials are required for part-time students to be enrolled into Obridge Academy:

- Application for Admission
- Integrity Agreement
- Handbook Acknowledgment Form
- Credit card authorization form
- \$165 Non-refundable Registration Fee

Students with Exceptional Needs

While a student's local school district, special education local plan area (SELPA), Individual Education Plan (IEP), county office of education, state school, certified non-public school or other public agency is responsible for ensuring that appropriate special education services are provided, Obridge Academy is committed to making education accessible and meaningful for all students. Obridge Academy is aware of the growing number of students who have special needs and believes that online learning may provide an opportunity for these students to achieve their academic goals. Students with special needs—IEPs, 504 plans—will be charged an additional fee and provided assistance through a new Obridge Academy program.

During the enrollment process, if Obridge Academy is informed that an Individualized Education Program (IEP) has been created for a student or Obridge Academy identifies that a student has special needs, Obridge Academy will collaborate with the student's parent/guardian to discuss possible accommodations that would be necessary for the student to be academically successful.

Obridge Academy staff will work closely with the student's teacher(s) and the appropriate public agency to help meet a student's unique needs. Referrals will be made to appropriate school, community, state, or federal agencies for services that cannot be directly accommodated by Obridge Academy staff and teachers. If the above named agencies fail to ensure adequate student services, Obridge Academy will assist parents/guardians in contacting their local county office of education or the Florida Department of Education.

Students with Disabilities

Obridge Academy complies with the Americans with Disabilities Act of 1990 and Section 504 of the Federal Rehabilitation Act of 1973. Accordingly, qualified persons with disabilities may not, on the basis of that disability, be denied admission or subjected to discrimination in admission decisions. Further, no qualified student with a disability, on the basis of that disability, may be excluded from any academic, research, counseling, financial assistance, or other secondary education program or activity that Obridge Academy provides to all students.

Non-High School Aged Students

Nontraditional high school aged students are students who do not fall within the general ages of a typical high school student (12-18). Middle school aged students who are prepared to advance and have met all prerequisites for specific courses are eligible to take individually identified courses. Adult-aged high school students are eligible to take Obridge Academy high school courses through the Obridge Academy Continuing Education program, which also leads toward an accredited high school diploma.

Receiving Official Transcripts from Other Institutions

For full-time students, Obridge Academy cannot accept credits earned at other institutions until an official transcript(s) has been received. Upon receiving the Release of Transcript form, Obridge Academy will make up to two requests for the student's official transcript(s). If a student's official transcript(s) has not arrived within four weeks, a second request will be submitted and the student will be notified. Thereafter, it becomes the parent/student's responsibility to ensure that Obridge Academy receives the requested transcript(s). Obridge Academy will only accept credits in transfer from other regionally accredited high schools or institutions.

Transcripts from other institutions that have been presented for admission or evaluation become a part of the student's academic file and are not returned or copied for distribution.

Official transcripts should be sent to:

Obridge Academy Admissions Office
291 W John Street
Hicksville, NY 11801
+1.866.611.9668 (Toll Free)

Obridge Academy Courses

Obridge Academy offers a variety of college preparatory high school core subjects, electives and college credit courses in an interactive learning environment. All Obridge Academy courses are considered rigorous and college preparatory and have been written to Florida and National standards when appropriate.

Each Obridge Academy semester course covers a typical semester's worth of material and is comprised of the following:

- Unit learning outcomes stating the learning objectives students should accomplish in a specific unit. All courses consist of eight units or modules of learning.

- Required reading assignments based on the course textbook or other assigned reading.
- Unit lectures that include insight and analysis of the unit's topics.
- Unit discussion boards where students and instructors communicate ideas and thoughts in a collaborative environment.
- Unit-based assessments including a midterm and final examination to further assess each student's academic acquisition
- Assignments for students to complete and submit to ensure mastery of learning objectives.
- Course resources that contain readings and documents to assist students in accomplishing unit objectives.

Instructors

Obridge Academy employs credentialed teachers and highly qualified teachers under No Child Left Behind (NCLB) who provide a high level of student support. All instructors hold current teaching credentials and many also possess masters and doctoral degrees.

All teachers have also been trained to teach effectively in an online environment and to create a strong virtual learning experience. The faculty and curriculum developers understand the unique paradigm of online education and are well-versed in providing personal one-on-one attention students need to be successful online.

Technology Requirements

System Requirements

Windows Users

- Windows 2000, XP, Vista, 7 or 10
- 28.8 kbps modem (56K recommended)
- Soundcard & Speakers
- Internet Explorer 8.0

Mac OS User

- Mac OS X or higher (in classic mode)
- 28.8 kbps modem (56K recommended)
- Soundcard & Speakers
- Safari 3.0

Screen Resolution

We recommend setting your screen resolution to 1024 x 768 pixels. 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 see our instructions for resizing your screen.

Resizing Your Screen

To check the resolution setting for Windows:

- Go to the Start Menu on the lower left-hand corner of your screen.
- Scroll up to Settings.
- Choose the Control Panel option.
- Double click on the Display icon.
- Click on the Settings tab.
- In the box titled Desktop Area, make sure the setting is at 1024 x 768 or higher. (If it is not already on 1024 x 768 or higher, move the slider to the right to change this setting).

To check the resolution settings for Macintosh:

- Click on the Apple menu on the top left-hand corner of your screen.
- Scroll down to Control Panels.
- Choose Monitor & Sounds from the menu.
- In the resolution box, make sure 1024 x 768 or higher is highlighted.

Browser Requirements

Windows Users

- Recommended Version: (Windows Internet Explorer)
 - o Microsoft Internet Explorer 8.0
- Recommended Version: (Mozilla Firefox)
 - o Mozilla Firefox 3.0
- Supported versions: (Windows Internet Explorer)
 - o Microsoft Internet Explorer 6.0
 - o Microsoft Internet Explorer 7.0
- Supported versions: (Mozilla Firefox)
 - o Mozilla Firefox 2.0
 - o Mozilla Firefox 3.5

Mac OS User

- Recommended Version: (Safari)
 - o Safari 3.0
- Recommended Version: (Mozilla Firefox)
 - o Mozilla Firefox 3.0

- Supported versions: (Safari)
 - o Safari 2.0
 - o Safari 4.0
- Supported versions: (Mozilla Firefox)
 - o Mozilla Firefox 2.0
 - o Mozilla Firefox 3.5

Feature Requirements

Windows Users

- Supported Browser Plug-ins
 - o RealPlayer 8 Basic Player
 - o Macromedia Flash Player
 - o Macromedia Shockwave Player
 - o Windows Media Player
 - o QuickTime Player

Mac OS Users

- Supported Browser Plug-ins
 - o RealPlayer 8 Basic Player
 - o Macromedia Flash Player
 - o Macromedia Shockwave Player
 - o Windows Media Player
 - o QuickTime Player

Additional Information

- Email Account

You will not need a personal email account to receive communications from within your course. The student portal has an internal email system that allows communications between the students and teachers and staff.

- Avoiding Inactivity Timeout

When an ISP's internal browser is not in use, the ISP will consider the user inactive and will disconnect the user after a period of time. To remain active and avoid being disconnected, return to the main page of the ISP (every half hour or so) and click on a link or check email. This will reset the ISP's "inactivity timer" and allow you to continue working in your online course.

Note: Courseware cannot be accessed using MSN TV (formerly Web TV).

Satellite & Cellular Internet connections: If this is the only connection you have, please note that you may experience sporadic issues while working in your online courses. If you report these problems to the helpdesk we will attempt to address them with your Satellite or Cellular connection provider.

Tuition and Scholarship Information

Obridge Academy receives no government funding and is a tuition-based institution dedicated to providing quality, rigorous middle and high school education to all students.

Tuition Payments

Tuition payment is due on or before the start date of class. Tuition payments may be made by check or money order through the mail, or by credit card. Checks and money orders should be made out to Obridge Academy.

Late Fee

A \$25 late fee may be assessed when a tuition payment is not received by the first day of class. All records are withheld from students who have any outstanding financial obligations to Obridge Academy, including release of transcripts, verification of enrollment or course completion.

Refund Policy

Students are accepted and registered for classes with the understanding that they will remain for the entire course. Faculty contracts and the commitment of other Obridge Academy resources are made on that assumption, creating obligations that are not relieved when a student withdraws. Obridge Academy refund policy for is designed such that a student who withdraws from a course shares in the costs incurred.

Refund calculations are based on the date and time a parent/guardian informs Obridge Academy of their intent to drop their student from an Obridge Academy class. All drop requests must be made through email, fax, or over the telephone.

Tuition refunds are determined according to the following schedule:

To receive a full tuition refund, the student's parent/guardian must make a drop request no later than 5:00 p.m. Eastern Daylight/Standard Time (ED/ST) on the seventh calendar day from the day their student registers for a class. This date is calculated on the date a student registers and not the date on which a student actually logs into the course.

Parents/Guardians who inform Obridge Academy of their intent to withdraw a student after the seventh (7th) day of class will be ineligible for a tuition refund; the student will receive a W (withdrawal) on their transcript.



Students who withdraw after the 20th calendar day will be ineligible for a tuition refund and will receive a WF (Withdrawal/Fail). This grade will negatively affect the calculation of a student's overall GPA on the transcript.

The Obridge Academy administrative staff and instructors are available to assist students and their parent/guardian in exploring alternatives that may allow the student to successfully complete the course in lieu of withdrawing.

Fees Subject to Change

Tuition rates are available on the school website. Obridge Academy reserves the right to modify tuition rates and fees at any time.

Graduation and Promotion Requirements – Full-time Students

Promotion through Grade Levels

For full-time students, promotion or retention from one grade to the next is based on the number of credits earned. The criteria for grade placement are based on the actual number of credits held on September 1st of each year and are as follows:

- Grade 9: Fewer than 6 credits
- Grade 10: 6 or more credits and less than 12 credits
- Grade 11: 12 or more credits and less than 18 credits
- Grade 12: 18 or more credits

Obridge Academy will notify the parent/guardian of a student who has not earned enough credits to be promoted to the next grade. Students who are not promoted to the next grade may attempt to make-up missed credits during subsequent terms.

Graduation

Full-time students must successfully complete a total of 6 courses within an academic year to earn a diploma through Obridge Academy and must complete a minimum of **24 credits** in the following subject matter areas.

Obridge Academy Graduation Requirements	
4 Credits English Language Arts (ELA)	
ELA 1, 2, 3, 4 Other ELA courses may satisfy this requirement	
4 Credits Mathematics	
One of which must be Algebra 1 and one of which must be geometry. Industry certification courses that lead to college credit may substitute for up to 2 mathematics credits	
3 Credits Science	
One of which must be Biology 1 and two of which must be in equally rigorous science course 2 of the 3 required science credits must have a laboratory component Industry certification courses that lead to college credit may substitute for up to 1 science credit.	
3 Credits Social Studies	
1 credit in world history, 1 credit in U.S. history, .5 credits in U.S. government and .5 credits in economics, to include financial literacy	
1 Credit Fine and Performing Arts, Speech and Debate or Practical Arts	
Additional options will be made available to students	
1 Credit Physical Education	
To include the integration of health	
8 Elective Credits	
Note: 2 credits in the same world language are required for admission into many universities, especially the Florida State system	
1 Online Course	

Beginning a Class

First Day of Class

Obridge Academy requires that all students login to their course on their start date. Upon enrollment at Obridge Academy, students will be assigned a nine-digit student ID number and a six-digit password. All students are required to log in to their homeroom every school day.

Students log in to the course homepage at obridge.blackboard.com

Student Orientation Course

In addition to enrollment in their academic course, each student is enrolled in a 'Student Orientation Tutorial' and is required to complete the orientation prior to starting their academic course. This orientation is available throughout the duration of enrollment and is intended to provide students with the necessary training to successfully navigate the learning management system, ensure assignments are turned in properly, to participate in discussion forums, and to complete all course assessments.

Student Participation Expectations

All Obridge Academy courses are academically rigorous and considered college preparatory and will cover an entire semesters worth of material. As such, it is important that students adhere to the following guidelines in order to successfully complete all required coursework:

1. The requirements for each course is equivalent to completion of a minimum of 90+ hours of class instruction at a traditional on-site high school
2. Students must submit assignments for each unit as they are completed so that the teacher may review and assess student performance. Students are not allowed to hold completed work and must submit each assignment as it is completed to the teacher
3. Students must log in regularly to each course and demonstrate continued participation, and completion of all course requirements, including assignments, assessments, projects and discussion forums
4. Students must complete work individually and any incident of suspected cheating, plagiarism or collaboration on assignments violates the academic integrity expectations outlined at the time of your enrollment and may result in failure of the course or further disciplinary action as deemed appropriate

Although students have the flexibility to accelerate through the course materials, they must spend a minimum of four weeks regular participation and homework submission in each semester course. The following guidelines are intended to assist students in gauging the amount of work necessary for accelerated course completion:

- 16 Week Session: If you wish to complete your coursework in sixteen weeks you should be submitting at least one unit of work every two weeks and submitting each unit assignment to the teacher as completed. Do not hold your work. You should plan on spending 6-8 hours per week working in your course and complete your homework and other course requirements outside of the course, in addition to this basic time.
- 8 Week Session: If you wish to complete your coursework in eight weeks, you should be submitting one unit of work a week and each unit assignment to the teacher as completed. You should plan on spending 12-16 hours a week working in your course as well as completing homework and other course requirements outside of course.

Everyone learns at a different pace, thus a course may take you more, or less, time than the above guidelines. However, a minimum of four (7) weeks regular participation is required for each semester course. You are required to complete all course assignments, participate in all discussion boards and other discussion forums, complete all quizzes and examinations, including midterms and finals as well as any course projects.

Your regular participation and performance are a part of the permanent academic record and may be requested by your primary school, college or other institution to verify satisfactory participation and completion of all course requirements. Your participation record should evidence the following:

- Continued and regular participation in the course
- Completion of all course requirements, including assignments, assessments and discussions
- Completion of all unit assignment requirements

Adherence to the above guidelines will ensure you are provided the maximum opportunity to learn the materials, and demonstrate successful completion of the coursework.

Resources and Support

Course Materials

Most courses do not require textbooks. Course materials for all middle and high school classes are provided along with tuition. For courses with college credit, please reference each course.

Technical Support

Students who require technical support should call 1.800.974.1679 or send e-mail to info@Obridgeacademy.com

If computer/technical issues are not resolved within 48 hours of notifying Support, you should contact your course instructor.

Please note: All academic concerns such as questions on lectures, course assignments, and due dates should be directed to the teacher rather than the technical support staff.

Student Services

The Obridge Academy administrative staff monitors the successful achievement of your educational goals, progression through courses of study, and the achievement of your graduation requirements, if you are a full-time student. You are provided the support, guidance, and advice needed to successfully achieve your academic and career goals.

E-Portfolio

All full-time Obridge Academy students are must complete an e-Portfolio. Students compile coursework from each class and creatively integrate it within an e-Portfolio, which may later be utilized as an effective marketing tool to showcase their mastery of subject matter content and academic efforts. It is the intent of Obridge Academy that students are able to share their e-Portfolios with prospective colleges/universities and future employers.

Student Preferred Learning Style

Through the resources available in Blackboard and with teacher support, Obridge Academy provides students with **tools to help them identify their personal learning preferences**, creating a more relevant academic experience. A personal learning preference is the way in which students best learn information and how students will best demonstrate knowledge of a subject.

Obridge Academy instructors are highly-qualified to teach in their subject area and are mindful of how the curriculum can be adapted to the personal learning preferences of each student. Every effort is made to ensure that the academic experience at Obridge Academy provides opportunities for each student to leverage his or her preferred style(s) of learning.

Attendance

The most successful online students are self-motivated and possess solid time-management skills. Some students work well when determining their own deadlines and pace. Obridge Academy courses are conducted asynchronously with synchronous capability, allowing students to participate at any time of the day. However, **at times students may be required to participate in course discussions**. The time and date of these discussions are determined upon agreement by the instructor and the students. Full participation in every aspect of the course is not only required, it is essential to the online learning process.

All students are expected to complete all work assigned and to notify the teacher when emergencies arise that may affect regular participation in course work. A course syllabus is provided in each course to assist students in planning effectively. Students should print a hard copy of the syllabus and use it to guide them in the completion of their coursework.

Obridge Academy offers flexible enrollment options for students. Planning adjustments may be made depending on individual course completion goals. As a baseline, **students should plan to spend a** minimum of 4-5 hours per day working on their online course requirements to remain on track for successful course completion. This time estimate includes planning for any required reading, research, participation in discussions and chats, and quizzes/exams and other course related requirements occurring outside the classroom.

Students not demonstrating regular participation in coursework risk jeopardizing their chances of success and may be temporarily withdrawn from the course due to non-participation.

Obridge Academy assesses attendance using a performance-based system which includes monitoring of the following elements:

- Frequent and regular submission of classroom assignments
- **Frequent and active participation in discussion forums**
- **Participation in online chats as required**
- Performance on all required homework assignments, projects, quizzes and exams
- The frequency and amount of time a student spends in the course

Advanced Virtual Studies (AVS)

Obridge Academy offers the AVS, a special program for students desiring a more structured learning environment. The AVS consists of two live student-teacher sessions—one at the beginning and one at the end of the week—a minimum of three Discussion Board postings and a minimum of three email exchanges. This arrangement is perfect for students needing, or wanting, a program that is both synchronous and asynchronous. This program is also ideal for students planning to participate in sports at a Division I or Division II NCAA (National Collegiate Athletic Association) college and for those who struggle with focus and need an additional interpersonal connection.

In the Advanced Virtual Studies program students engage in closely monitored discussions on academic content through the Discussion Board, part of Obridge Academy's Learning Management System (LMS). The two live sessions take place in Blackboard's Collaborative Classroom, or in Skype. During the first live sessions, students receive content information and guidance on how to best approach the week's readings, assignments and interactive learning opportunities. A summary takes place at the end of the week.

Grades and Credit

It is Obridge Academy policy to follow the guidelines established by the No Child Left Behind (NCLB) in the area of student achievement, testing, and accountability. Teachers will measure student performance against expectations for a student's grade level in order to meet state requirements and accurately assess student learning.

Grade Reporting/Transcripts

Grades are reported only for students officially registered in classes. Although it is requested that instructors submit grades within ten working days from when a student completes their course, due to the varying requirements of each course, instructors are allowed a reasonable time to assess student performance and to submit grades. Students should direct questions regarding the accuracy of a grade to their teacher.

Due to the requirements of the Family Educational Rights and Privacy Act (FERPA) of 1974, as amended, all requests for transcripts must be submitted in writing and include the eligible student or parent/guardian signature and either the student's identification number. Obridge Academy will not release transcripts without written authorization from the eligible student or parent/guardian.

Definition of Grades

- A = Outstanding Achievement -Significantly Exceeds Standards
- B = Commendable Achievement -Exceeds Standards
- C = Acceptable Achievement -Meets Standards
- D = Marginal Achievement -Below Standards
- F = Failure to Meet Standards
- I = Incomplete Grade
- W = Withdrawal
- WF = Withdrawal/Fail

Grade Point Average (GPA)

Student grades are assigned grade points according to the values specified below. The student's grade point average (GPA) is determined by the grade points times the number of credits received.

- A =4.0 A- = 3.7
- B+ =3.3 B = 3.0
- B- =2.7 C+ = 2.3
- C =2.0 C- = 1.7
- D+ =1.7 D = 1.0
- D- =0.7 F = 0.0



All grades are final. Students are not allowed to complete additional work after the final grade has been assigned or to repeat examinations in order to improve a grade.

Incomplete Grades

Extensions for course completion or incomplete grades are at the discretion of the teacher and must be approved in advance.

Students may only request an Incomplete grade if:

- the student has successfully completed at least the first six units of the course material
- and is unable to complete the remaining requirements prior to the end date of the term due to uncontrollable or unforeseen circumstances.

Students must request an incomplete from their instructor before the last day of class. If the instructor decides that an Incomplete is warranted, he/she must provide the student with the conditions for removal of the Incomplete in writing and file a copy with Obridge Academy. The filed copy remains in place until the Incomplete is removed.

Students may only receive a maximum extension of two (2) weeks from the end of the class. If an incomplete grade is not made up within the specified amount of time, the instructor will assign a grade based upon the students achievements and performance in the course, factoring in zero points or F grades for any missing assignment(s).

Withdrawing from a Class

Students who drop on or before 5 p.m. on the seventh (7th) day of enrollment will receive a grade of on their transcript showing that they have withdrawn from the course. This W grade will not negatively affect their GPA. Students who inform Obridge Academy of their intent to withdraw after the seventh day of class but before the 21st day will be ineligible for a tuition refund and the student will receive a W& (withdrawal/fail) on his/her Obridge Academy transcript. This grade will negatively affect the calculation of a student's overall GPA on their transcript. If the request to withdraw is made after the 21st day, the student will receive a grade for the course based on the amount of coursework completed. The student's parent/guardian must notify Obridge Academy of the student's intent to withdraw via email, fax, or telephone.

Repeating Courses

Students may choose to replace any grade by repeating the course once. Five (5) credits will only be awarded for repeated classes if the original grade was a D or F. Both the original grade and the new grade will be reported on the student's transcript, but only the new grade will be calculated into the students GPA.

Family Educational Rights and Privacy Act (FERPA)

Obridge Academy maintains all student records in accordance with the provisions of the Family Educational Rights and Privacy Act (FERPA) of 1974, as amended.

Inspect/Review of Records

Obridge Academy will provide a student the opportunity to inspect and review their education records within 45 days of receiving a written request. If a student wishes, they can set up a time to inspect and review their records at Obridge Academy's administration office. Otherwise, FL, Obridge Academy will make arrangements for the student's records to be mailed to the students home address.

Amendment of Records Requests

A written request from an eligible student or parent/guardian to amend information perceived to be inaccurate or misleading in the student's education record must be submitted to Obridge Academy staff. Obridge Academy will make a decision on whether or not the information in the student record should or should not be amended.

The eligible student or parent/guardian has the right to a formal hearing conducted by the Special Circumstances Review Committee if the request to amend the record is denied by Obridge Academy. After the formal hearing, if the school determines not to amend the record, the eligible student or parent/guardian has the right to place a statement within the record setting forth his/her view about the contested information.

Release of Records

Student records will not be released to outside parties without written consent of the parent/guardian or eligible student unless the third party falls under the following conditions noted in FERPA.

- School officials with legitimate educational interest
- Other schools to which a student is transferring
- Specified officials for audit or evaluation purposes
- Appropriate parties in connection with financial aid to a student
- Organizations conducting certain studies for or on behalf of the school
- Accrediting organizations
- To comply with a judicial order or lawfully issued subpoena
- Appropriate officials in cases of health and safety emergencies
- State and local authorities, within a juvenile justice system, pursuant to specific State law

Directory Information

Directory information is the information in student records that can be disclosed by Obridge Academy personnel without receiving consent from an eligible student or parent/guardian. Obridge Academy determines the following to be directory information:

- Students name
- Address
- Telephone number
- Date and place of birth
- Honors and awards
- Dates of attendance

An eligible student or parent/guardian of an Obridge Academy student must make a request in writing if they do not wish to have directory information disclosed. Once the request is received, the student record will be placed on Privacy Act Lockfile, which is a status where no student information whatsoever will be released.

Code of Conduct

Students are expected to conduct themselves in a responsible manner that reflects sound ethics, honor and good citizenship. It is a student's responsibility to maintain academic honesty and integrity and to manifest his/her commitment to the goals of Obridge Academy through his/her conduct and behavior. Students are expected to abide by all Obridge Academy policies and regulations. Any form of academic dishonesty, or inappropriate conduct by students or applicants may result in penalties ranging from warning to dismissal, as deemed appropriate by Obridge Academy.

Academic Dishonesty

Academic dishonesty includes cheating, plagiarism and any attempt to obtain credit for academic work through fraudulent, deceptive, or dishonest means. Below is a list of some of the forms academic dishonesty may take. Academic dishonesty in any form is a grave offense and will not be tolerated.

- Using or attempting to use unauthorized materials, information, or study aids in any academic exercise.
- Submitting work previously submitted in another course without the consent of the instructor.
- Sitting for an examination by surrogate or acting as a surrogate.
- Representing the words, ideas or work of another as one's own in any academic exercise.
- Conducting any act that defrauds the academic process.
- Plagiarism is the presentation of someone else ideas or work as ones own. As such, plagiarism constitutes fraud or theft.

Obridge Academy Accepted Use Policy

Obridge Academy believes that the benefits afforded to educators and students from access to the Internet far exceed any disadvantages. Nevertheless, the Internet and online resources can be abused. Parents/guardians of minors are ultimately responsible for setting and conveying the standards that their student(s) should follow; with parental help, students will adhere to the Obridge Academy Accepted Use policy.

Student use of the Obridge Academy Academic Network must be consistent with the Obridge Academy's primary goals. Students will not use the Obridge Academy Academic Network for illegal purposes of any kind. Students will not use the Obridge Academy Academic Network to transmit threatening, obscene, or harassing materials. Obridge Academy will not be held responsible for student participation and behavior in such activities.



Students and their parents/guardians will recognize that Obridge Academy cannot be held responsible for the materials that may be received as a result of using the Obridge Academy Academic Network to access external resources. These resources include but are not limited to the World Wide Web and email accounts. Students agree to notify their instructor or Obridge Academy immediately if they receive any such materials. Student should recognize that email access or accounts should not be considered secure.

Students will not use the Obridge Academy Academic Network to interfere with or disrupt network users, services or equipment. Disruptions include, but are not limited to, distribution of unsolicited advertising, propagation of computer worms and viruses, and using the network to make unauthorized entry to any other machine accessible via the network. Files accessible via the Obridge Academy Academic Network are assumed to be the property of the specified organizations and individuals unless otherwise specified. Students will respect the rights of copyright holders and not use any such materials without their express permission. Students agree not to use Obridge Academy Academic Network resources to conduct or engage in personal business for profit on behalf of themselves or others.

Students and their parents/guardians must understand that student access to the Obridge Academy Academic Network is developed to support Obridge Academy educational responsibilities and mission. In addition, Obridge Academy makes no warranties with respect to the Obridge Academy Academic Network service, and it specifically assumes no responsibilities for:

- The content of any advice or information received by a student or employee from a source outside Obridge Academy, or any costs or charges incurred as a result of accepting such advice.
- Any costs, liability or damages caused by the way the student or employee chooses to use his/her Obridge Academy Academic Network access.
- Any consequences of service interruptions or changes, even if these disruptions arise from circumstances under the control of Obridge Academy.
- While Obridge Academy Academic Network supports the privacy of electronic mail, students and employees must assume it cannot be guaranteed.

Netiquette

Students are responsible for good behavior on the school network. Students must always show consideration and respect when participating in Obridge Academy classes. Obscene, profane or threatening language online as well as offline will not be tolerated. Students cannot cut, copy, or plagiarize Internet content or the work of online classmates. Authenticity and integrity in schoolwork plays a major role in evaluation. Obridge Academy teachers utilize various technologies that can authenticate student work. Copying the work of others, allowing others to knowingly copy work, and/or misusing content from the Internet can result in removal from Obridge Academy courses and possible dismissal from the institution.

Students should be cautious about email messages from anyone, particularly adults asking for personal information, attempting to arrange meetings, or engaging in personal contact. Students should disclose to teachers any message received that is inappropriate or that causes uncomfortable feelings.

Any distribution of unsolicited email to online classmates is prohibited. Email messages to online classmates should be limited to correspondence that is course-related. Students are subject to all local, state, and federal laws. Obridge Academy administrators will cooperate fully with local, state, or federal officials in any investigation related to any illegal activities conducted through the Internet.

Harassment and Discrimination

Obridge Academy prohibits unlawful harassment between members of the Obridge Academy community, including communication of any form between students, between students and Obridge Academy faculty and/or staff, and any third parties directly or indirectly related to the Obridge Academy Academic Network. Obridge Academy is committed to maintaining a working and learning environment in which students, faculty, and staff can develop intellectually, professionally, personally and socially. Such an atmosphere must be free of intimidation, fear, coercion and reprisal.

Obridge Academy prohibits discrimination or harassment on the basis of race, ethnic or national origin, religion, age, sex, color, physical or mental disability, or marital or veteran status under any program or activity offered under its control. In addition, Obridge Academy maintains a strict policy that prohibits sexual harassment, which includes harassment based on gender, pregnancy, childbirth, or related medical conditions and inappropriate conduct of a sexual nature. This policy applies regardless of the gender or sexual orientation of the complainant or the alleged harasser.

Obridge Academy Disciplinary Actions

The Administrator, in consultation with his/her designees, will determine the appropriate disciplinary actions for student violations of the code of conduct as they arise. The severity of the offense is the prime determiner in deciding the appropriate consequence. Any inappropriate behaviors that are outlined in the student handbook that are reasonably considered detrimental in a high school setting are grounds for immediate removal from the Obridge Academy program. Possible actions may include but are not limited to:

- Verbal warning and notification to parent and/or legal guardian.
- Placement on temporary conduct probation. Student's online academic network activities will be monitored for the duration of the student's current course(s) and the course(s) the student takes in the subsequent term.
- Suspension from Obridge Academy program for a specified period of time.
- Permanent removal from Obridge Academy.

When a violation has occurred, a report, including the date, time and circumstances of the alleged act, will be submitted to the school. This report includes a description of the actions of all parties involved, names of witnesses available and documentary evidence that supports the charge. Students wishing to report a violation should file the report through the school administration. Upon receipt of the report, administration will determine if an Obridge Academy policy may have been violated by the student. If there is sufficient information, the student will be contacted in writing informing the student of the charges in sufficient detail, including the time and place the alleged violation occurred and the penalty that would be appropriate if the student did in fact violate the policy.

In Closing

Thank you for taking the time to read the Obridge Academy Student/Parent Handbook. At Obridge Academy, we have a strong commitment to helping students develop the skills and self-confidence necessary to succeed in the online learning environment.

If you have any questions about the contents of this handbook, please contact Obridge Academy at +1.866.611.9668 or email info@obridgeacademy.com