

# ELITE ACADEMY POLICIES

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## Elite Academy Mission Statement

We will engage and support motivated, independent learners in standards-based curriculum, through our virtual classroom, available at any time, from any place, at a flexible and personalized pace.

*“We are creating the future of the teacher-student experience.”*

### ACADEMIC STANDARDS AND POLICIES

Elite Academy (EA) strives to maintain the highest academic standards. Therefore, students are expected to demonstrate an internal desire for academic success. Students who take full advantage of the opportunities offered through EA will enlarge their intellect, build confidence, and find success in their future endeavors.

We admit students of any race, color, nationality, and ethnic origin to all the rights, privileges, programs, and activities at Elite Academy. We do not discriminate on the basis of race, color, or national or ethnic background in the administration of any of our programs.

### HONOR CODE OF CONDUCT

Elite Academy is a school based on the foundation of courtesy and respect for each student and instructor. Our code of conduct is designed to foster and encourage the highest standards of honor and integrity.

Students accepted in our program must commit to abiding by the honor code. Compliance with these rules and policies will ensure that students learn in an environment free of harassment, negative attitudes, and offensive actions.

### BEHAVIOR STANDARDS

Communication between students and instructors is achieved through various methods, including phone calls, live chat, e-mail, and web conference. Inappropriate communication of any kind is strictly prohibited. Vulgar, profane, insulting, or derogatory comments will not be tolerated. All communication between instructors and students must be professional and respectful. In the event that a student is found in violation of this rule, the parent/guardian will be notified and appropriate disciplinary action will be taken.

### ACADEMIC INTEGRITY

Academic integrity is expected on all courses, assignments, and activities. Violations of academic integrity include plagiarism, cheating, and/or fabrication or falsification of information submitted on projects, assignments, papers,

or exams. Infractions of this policy will not be tolerated and will be dealt with on an individual basis. The penalties for plagiarism and cheating are as follows:

- **First offense:** Student receives a warning, and the assignment is reset.
- **Second offense:** Student automatically fails the assignment and is not given the option to redo the assignment.
- **All successive offenses:** Student automatically fails the course.

After each offense, the parent/guardian will be notified via e-mail. There may be a follow-up phone call to discuss any questions or concerns. Each offense is per student, not per course, and each student will only receive two warnings before the course is failed.

A student may not claim another person's work as his or her own, or use unauthorized materials to gain advantage during assignments or testing. Tests are to be taken by the student without any assistance. Assessments and assignments are only constructive when they are based on a student's original work. Avoid academic dishonesty and misconduct in all its forms.

### SITUATIONS OF SUSPENSION/EXPULSION

In the event that suspension or expulsion is necessary per EA school policies, tuition fees are not refundable. Elite Academy makes every effort to work with students regarding policy violations. A suspension or expulsion from Elite Academy will only occur under extreme circumstances and only after the student has been given fair warning.

### INAPPROPRIATE INTERNET ACTIVITIES

Elite Academy does not condone, nor is it responsible for, any inappropriate use of the Internet.

### APPEAL PROCESS

#### Appeal Process for Academic Action and Resolving Academic Grievance

Students receiving a grade, which they feel is unfair, may appeal the decision by submitting a letter of appeal to the

administration, requesting that the case be presented before the Academic Board. An Academic Board decision will be given within thirty days.

### **Appeal Process for Suspension or Expulsion from EA**

In the event that a student is suspended or expelled and the student wishes to appeal the decision, a formal letter must be submitted to Elite Academy, outlining the student's desire to appeal, stating the reason for the appeal, and listing any extenuating circumstances leading up to the suspension or expulsion. The submission of an appeal does not guarantee acceptance. All appeals will be reviewed on an individual basis.

## **PROGRAM REQUIREMENTS**

Our online and blended learning solutions are built on a robust learning management platform that is designed with student success as the goal. Our system is secure, easy to utilize, and compatible with the most commonly used browsers and hardware.

## **GRADING STANDARDS**

### **Grading System**

The following academic letter grades will be used: A, B, C, D, F. The plus (+) or minus (-) will be used, except in the case of A+ and F-. There will be no rounding up or down of any score or grade issued by Elite Academy.

### **Calculating Your GPA**

For the purpose of determining Grade Point Average (GPA), the following grade scale is used:

|    |         |    |         |
|----|---------|----|---------|
| A  | 94-100  | C  | 74-76.9 |
| A- | 90-93.9 | C- | 70-73.9 |
| B+ | 87-89.9 | D+ | 67-69.9 |
| B  | 84-86.9 | D  | 64-66.9 |
| B- | 80-83.9 | D- | 60-63.9 |
| C+ | 77-79.9 | F  | 0-59.9  |

## **TESTING**

Since Elite Academy is a private school, we do not require any specific state standardized testing in order to graduate. It is likely, though, that students will need to take certain standardized tests in order to apply for college. EA does not offer or make arrangements for any of these tests, including, but not limited to, the SAT, ACT, and AP exams.

The student/guardian is fully responsible for securing a testing location and ensuring test scores are received by EA. If you have questions please contact EA admissions.

## **STUDENT RECORDS**

### **Permanent Record**

Elite Academy maintains a permanent record for each student. When applicable, records concerning standardized test scores, health information, Individual Education Plans (IEP), and behavioral records will also be included. This record is confidential and open to parental inspection on request. When students transfer out of Elite Academy, this record will be sent to the new school after receiving a request from that school.

### **School Transcripts of Credits**

Elite Academy maintains a transcript of all classes attempted and completed through Elite Academy. Transcripts may also include credits transferred from other educational institutions. To receive a copy of the transcript, the student or parent/guardian must complete a transcript request form. The request will be filled within 5-7 business days. Elite Academy will provide 2 copies of official transcripts free of charge upon graduation. All other requests for unofficial and official transcripts may require an additional fee. Please reach out to EA admissions for pricing based on quantity and time-frame requested.

### **Repeating a Class**

EVA is an NCAA recognized school, all students failing a course must retake the course in its entirety either during the school year or during one of the summer school sessions. Both grades will appear on the transcript and will be calculated in the student's Grade Point Average (GPA).

### **Credit Transfer**

Credits transferring from other institutions will be evaluated and accepted at EA's discretion.

Generally, credit granted by schools accredited through AdvancED, or equivalent regional accreditation associations, will be accepted. Elite Academy reserves the right to deny the transfer of credits. Credits granted from other institutions or home school instruction may be accepted, but are subject to in-depth review. Students will be asked to provide an outline of the courses covered and a report of the assignments completed and grades earned.

### **Credit Transfer, continued**

Students entering ninth grade must submit copies of middle school report cards that reflect credits earned.

### **Class Add or Drop**

EA is an open enrollment virtual academy. Students may add or drop classes at any time. Please note that additional fees may occur past the initial 30 days of enrollment based on payment plan selected. No refunds are given for dropped classes after the initial thirty days of enrollment with Elite Academy.

## **HIGH SCHOOL GRADUATION**

### **Graduation Requirements**

Students must complete all course requirements as indicated on the graduation plan. A total of 21 credit hours are required for graduation. Although credits may be transferred from other regionally accredited institutions, **at least 6 credits are required** through Elite Academy to receive a diploma from our institution.

The prospective graduate is responsible for providing records of all previously completed high school course work in the form of an official transcript. Although Elite Academy can request transcripts from the student's previous school, it is the responsibility of the student to ensure those transcripts are received.

### **Graduation Application**

Students who believe they are prepared for graduation are required to undergo an Academic Review process. The review will determine whether the student has completed all of the necessary graduation requirements. To begin this process, a Graduation Application must be submitted. The submittal of a Graduation Application does not certify that the student will be cleared for graduation. If the review proves that additional credits are needed, then the student must complete them before he or she will be allowed to graduate. If graduation is denied, then the student will be notified in writing and the results of the Academic Review will be made available.

## **STUDENTS WITH DISABILITIES**

Students with any disability, which may impair their ability to successfully complete a course, should contact Elite Academy offices. Academic accommodations are granted for all students who have qualified, documented disabilities. Accommodations are determined on an individual basis.

## **COURSES AND TUITION**

Students are permitted to be enrolled in up to six courses at one time. For courses purchased in full, the courses will be open for eighteen weeks with an optional two-week extension at no charge. Extensions beyond two-weeks will require a new semester course purchase. Please note that potential NCAA athletes have specific requirements on course length, course type, and course assignment submission. Please contact admissions to ensure you are within eligibility requirements. An extension must be requested by the student or parent/guardian one week prior to the end of the course.

Courses taken through the monthly tuition plan may be extended indefinitely so long as tuition is up to date. However, for any students requiring NCAA eligibility extensions are not permitted beyond two weeks regardless of payment plan.

Courses with no activity for forty-five days or more will be temporarily dropped, until the student or guardian contacts the school regarding course activity.

Any fees resulting from required materials for any course are not included in tuition costs and are the responsibility of the student or parent/guardian.

## **STUDENT WITHDRAWAL**

### **Thirty-day Satisfaction Guarantee**

If for any reason the programs and courses offered by Elite Academy are found to be unsatisfactory within the first thirty days, then a full refund of all initial payments minus any non-refundable application fees will be made. Notification must be made to the office of Elite Academy before the thirty-day period ends and must be done in writing via e-mail to [eliteacademy03@gmail.com](mailto:eliteacademy03@gmail.com). After the thirty-day period, no refunds will be made.

### **Withdrawal After Thirty Days**

After thirty days, a student may withdraw at any time. If a student is on the monthly tuition course plan with monthly payments, then all future payments will be canceled and access to the student's courses will end on the date the next payment would have been due. If a student has paid in full for courses, but chooses to withdraw after the initial 30 day enrollment drop deadline, no refunds will be given. To withdraw a student, please send an e-mail to [eliteacademy03@gmail.com](mailto:eliteacademy03@gmail.com)

## Statement of Agreement and Understanding

We, parent/guardian and student, have read, reviewed, and understood the above policies.

The information given herein is for the purpose of obtaining admission to Elite Academy.

We certify that it is correct to the best of our knowledge. We give the EA administrative personnel our permission to contact former schools and/or references for the purpose of determining admission.

Requests for additional transcripts, diplomas, graduation packets, or a rush order will require an additional charge.

Diploma packets are generally sent within 4-6 weeks of graduation.

### Please initial each statement below.

I/We understand no refunds of any kind will be issued past the initial 30 days enrollment period. \_\_\_\_\_

I/We understand that Elite Academy is not responsible for the student's internet activities. \_\_\_\_\_

I/We understand that acquiring official transcripts for credit transfer considerations into EA are ultimately the responsibility of parent/guardian. \_\_\_\_\_

I/We understand the total number of credits, EA specific required credits, and subject requirement credits needed to graduate from Elite Academy. \_\_\_\_\_

I/We understand the NCAA requirements necessary for enrollment and graduation through EA. \_\_\_\_\_

\_\_\_\_\_  
Student Name

\_\_\_\_\_  
Parent/Guardian Name

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date