

# K-12 STUDENT HANDBOOK

## 2022 – 2023

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Eugene Online Academy

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*Our goal is to provide K-12 students with a high-quality, well-rounded educational experience that is rigorous, culturally responsive, personalized, and engaging.*

**Non-Discrimination:**

Eugene Online Academy does not discriminate on the basis of race, religion, color, national origin, disability, marital status, sex, gender, sexual orientation, or age in providing education or access to benefits of education services, activities, and programs in accordance with Title VI, Title VII, Title IX and other civil rights or discrimination issues; Section 504 of the Rehabilitation Act of 1973, as amended; the Americans with Disabilities Act; and the Americans with Disabilities Act Amendments Act of 2008.

As a public school program, Eugene Online Academy may not limit student admission based on race, religion, sex, sexual orientation, ethnicity, national origin, disability, the terms of an individual's educational program, income level, proficiency in the English language, or athletic ability, but may limit admission within a given age group or grade level.

The Federal Programs Administrator has been designated to coordinate compliance with these legal requirements and may be contacted at the 4J District Office. For additional information and/or compliance issues:

**Preface:**

This student handbook is intended as a method of communicating to students and families general EUGENE ONLINE ACADEMY (EOA) information, rules, and procedures. It is not intended to either enlarge or diminish any Board policy or administrative regulation. Material contained herein may therefore be superseded by such Board policy or administrative regulation. EOA is an online program sponsored by Eugene 4J School District. Coursework is provided by FuelEd for grades K-12. The Lane County 4J School District Board policies are available at the 4J District office or the district website: <http://www.4j.lane.edu/policiesandrules/>.

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## **School Contact Information:**

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## **Welcome to Eugene Online Academy (EOA)!**

Thank you for entrusting your students' education to the staff of EOA. This is a unique school environment that puts individual student needs at the center of all our efforts. Teachers and mentors support students as they navigate the learning modules created by our partners at FuelEd. Our staff are available to guide you through the process every step of the way. We are excited to have you begin this new school year with Eugene Online Academy!

**Mission Statement** - EOA's mission is to provide students with a high-quality, well-rounded educational experience that is rigorous, culturally responsive, personalized, and engaging.

**Teamwork** - At EOA, each student has a team of dedicated professionals supporting their academic and social-emotional learning. The team is composed of certified teachers, educational assistants, advisory teachers, a counselor, a social worker, academic mentors and administrators.

**Communication** - EOA promotes the use of honest, open communication between staff and students and families. Compassionate communication is the key to a strong educational experience. Our staff is committed to providing robust feedback regarding different aspects of student progress.

**Effective Learning Environment** - A nurturing, yet disciplined, learning environment is essential for student success. Learning at home requires a differentiation between the roles of learning coach versus guardian, and school time versus family time. EOA teachers are committed to providing mentorship and guidance for learning coaches in establishing effective routines and habits that support learning. We are also committed to providing live lessons using the most effective techniques of distance learning established nationally.

**Assessment** - EOA staff will use assessment information to guide students in their academic progress. We will not require you to complete an assessment unless the information is useful. As a staff, we will review teacher-created assignments, periodic school-wide assessments, and progress in the coursework to help make good instructional decisions with you. We are excited about what we are going to accomplish together this year.

## **Overall Program Description:**

Eugene Online Academy is a K–12 learning program offered by Eugene School District 4J that combines technology and in-person support from 4J teachers and staff for students interested in learning in a different way than a traditional classroom setting. Students learn in a self-paced manner that is flexible and customized to their individual needs, interests, and schedules.

EOA offers a wide variety of courses including core classes, Career and Technical Education (CTE) courses, and electives—allowing students to explore and concentrate on individual career pathways.

Most online coursework is completed off campus, but students seeking additional support can meet with a 4J staff person via phone or video meeting, or they may be able to meet in person at the Students must check in with 4J staff twice each week.

## **School Highlights:**

- Personalized learning experience
- Flexible and customizable to your schedule and needs
- 4J teachers and mentors available daily, in person and online
- Core classes
- Career and Technical Education (CTE) courses
- Electives

## **Frequently Asked Questions:**

### ***What is Eugene Online Academy (EOA)?***

EOA is a K-12 program offered by the Eugene School District 4J. As a program, the placement process at EOA begins with a referral from the student’s brick and mortar school. The referral is evaluated to ensure that the student will be well served by the program.

### ***How does my child get a referral for EOA?***

Please bear in mind that you will have some options for the fall. Keep an eye open for school information from your child’s brick and mortar school. You will need to register there first, and then if you decide to pursue Eugene Online Academy, you can request and discuss a referral with a counselor or administrator at the brick and mortar school. Enrolling in your brick and mortar school is necessary. Students are dual enrolled at their brick and mortar and then at the EOA.

***Is EOA part of Eugene 4J's school choice?***

Yes. Students who live in 4J may request to enroll in any school, provided there is a space available to meet the student's needs. 4J has several "alternative" or "magnet" elementary schools that do not have neighborhood attendance areas. Enrollment at these schools is by request only and families from any neighborhood may apply to have their child enroll. In addition, students may request to transfer to a different neighborhood school. The Elementary and Secondary EOAs are schools that students can opt into each year. For further information, please visit this website <https://www.4j.lane.edu/instruction/enrollment/schoolchoice/faq/>.

***How does the EOA support our students with IEPs?***

Students with an IEP do need to have an IEP meeting to discuss whether EOA is a program that may best serve the student. The IEP team can approve a change in placement but are otherwise also considered via a referral from the home school.

***Who teaches at EOA?***

Eugene Online Academy K-5 is taught by 4J elementary teachers. For grades 6-12, 4J teachers teach most core classes. Other courses are taught by non-4j contracted teachers who are licensed to teach the given subject area in the state of Oregon. In cases where a student is enrolled in a course that is being taught by a non-4j contracted teacher, the student will still have access to 4J EOA staff who can provide help.

***Is teaching live?***

The Secondary EOA uses asynchronous (not live) lesson delivery, but we do have regular check-ins and live-session opportunities for staff to meet with students and for students to meet with their classmates. The Elementary is a live Zoom program with approximately 5 hours per day online with the teacher and the whole class. We are always finding new ways to connect with students and help students connect with one another, so if you are an EOA student or a parent with ideas, let us know.

***How can students stay connected with their home school?***

In accordance with district guidelines, staying connected with home schools will occur primarily through after school and extracurricular activities. High school students are strongly encouraged to meet with their brick and mortar counselor several times a year for academic planning. In some cases they are allowed to participate in music or other programs not available through the EOA, and can participate in OSAA sports as long as all eligibility requirements are met.

## **Quick Tips from Us to You!**

### **Get to Know EOA:**

Take some time before the school year starts to understand the policies in this handbook. Both students and their guardians are expected to understand and become familiar with our policies. Please refer to this document throughout the year to ensure you are in compliance with EOA's procedures. Finally, any time you have a question, don't hesitate to get in touch with one of our friendly staff via phone or email.

### **Getting Ready & Preparing Your Workspace:**

One of the first things we advise all of our parents and students to do is watch the helpful video tutorials on the FuelEd website. Next, familiarize yourself with your FuelEd teachers and the syllabus associated with each assigned online class. Once you have done this, decide upon your best learning style, and what your needs or concerns might be. Please let the EOA staff know of any special needs. There are at-home directions and/or tutorials available to help you with your needs in this, if having a specific to-do list helps a learner move forward and stay on track. Some other advice:

- Set up a quiet learning area.
- Have a dedicated space for school materials, books and supplies.
- Place your student's academic environment in an area that is free of distractions.
- Create a filing system for portfolio assessments, student work, and important papers.
- Create a showcase area to display your student's work at home. This builds self-esteem!
- Post a daily schedule somewhere in your home – routine is essential to academic success!

### **Need help?**

FuelEd has a support and help service at your fingertips 24 hours a day. The chat function is excellent for immediate service and answering important questions. Look for the question mark icon on your FuelEd home page. If you wish to contact the EOA, please email [eugeneonline@4j.lane.edu](mailto:eugeneonline@4j.lane.edu) or call 541-790-7545. An EOA staff member will contact you via phone or email, depending upon your need(s).

## Ten Habits of Successful EOA Students & Learning Coaches:

1. **Ask for Help:** No one said this would be easy. Online learning requires a level of effort and commitment you may not be used to. There's no need to go it alone. You have a built-in support system that includes other parents, FuelEd teachers, and your EOA mentor. Take advantage of these supporters—ask for help right away when you need it, and accept it when it's offered!
2. **Set up an Effective Learning Environment:** A quiet and organized place to do schoolwork, free from distractions and equipped with good lighting and a comfortable chair, will make it easier to concentrate and complete work successfully.
3. **Stay Organized:** When you set up your learning space, make sure you have plenty of room to work and plenty of storage space for all your materials. Some students like to have a separate binder or file for each subject. Please make sure you have plenty of supplies on hand. Even though you're attending a "virtual" school, you will need real pencils, paper and notebooks.
4. **Manage Your Time:** Make sure you check your online course calendar for the day and the week, so you know what's coming up and when your assignments are due. At the Secondary level, be sure to set aside at least 1.5 hours per school day for each class you're taking. When you're working on your lessons, train yourself to resist the call of social media until break time.
5. **Use Smart Study Skills:** Take notes on study guides while you're working through lessons. It is a great way to help commit the material to memory. Keep your quizzes so you can review your answers to study for tests.
6. **Take a Break!** It doesn't do anyone any good to work for hours and hours on end—that is a good way to get burnt out fast. Listen to your body and your mind. When you find yourself getting stiff or your mind wandering, it's probably time for a break. Get up and stretch. Connect with friends on IM or social media. Read a book for 15 minutes. Go outside for a jog! Or get food and water to recharge. Whatever it is, give yourself permission to chill for a bit.
7. **Have a Plan B:** Technology can falter and hinder learning in many ways – be prepared for this with patience. Maybe you will lose your Internet connection, or your computer will pick up a virus, or you'll accidentally spill orange juice on your keyboard. Prepare for contingencies now—ask friends or relatives if you can use their computer in case of an emergency, find a library with computers, or if you have access to a laptop, find a bookstore or coffee shop in your area that offers free Internet access.
8. **Go to Peak Training Sessions:** At the beginning of the year especially, it's important to log in to these online sessions because they are set up to help you learn to succeed in your classes. They are also a good opportunity to ask your teachers questions and go over lessons or concepts that you might be struggling with. You should also make it a point to attend any online teachers Live Help sessions or review sessions.
9. **Work Every Course Every School Day:** This is school. Sure, there will be days you need to take off and days when you'll be able to work ahead. Generally speaking, it is really important to get into the habit of working at least five days a week in every course for 1-1.5 hours in each course. The EOA is an academic program where school expectations are present. Especially with online learning, it's really hard to catch up if you fall behind—and that can lead to failing a course.



## ADMISSIONS:

A student seeking enrollment in the EOA public online program for the first time must meet all academic, age, immunization, tuition, and other eligibility prerequisites for admission as set forth in state law, board policy and administrative regulations. Students and their parents should contact the office for admission requirements. EOA student enrollment is voluntary, but there is a district referral process in place. Prospective students must work with their home school prior to enrollment with the EOA. If the number of applicants exceeds the capacity, students shall be selected through a lottery process. Enrollment may not limit student admission based on race, religion, sex, gender, sexual orientation, ethnicity, national origin, or disability.

An enrollment packet should be completed at the home school since students are considered to be dual enrolled.

The Registrar will forward the information for concurrent enrollment at the appropriate home school and enroll the student in their EOA class(es).

## ASSESSMENTS:

### *Curriculum Embedded Assessments and Projects:*

All curriculum embedded assessments and special projects/work samples assigned to students must be completed on time. Teachers make instructional decisions for groups of students based on the performance on these assignments. Extensions interfere with the school's ability to support students in a timely fashion.

### *Testing Outside of Curriculum:*

EOA students are required and expected to participate in the anticipated standardized testing detailed below at their home school.

Name of Test	Participants	Testing Window	Location
Baseline assessments for Math and Reading - EZ CBM	K-2	Fall: September upon enrollment Winter: January Spring: Late April	Home school or remote TBD by district
OACCS (Oregon Assessment of College and Career Standards, also known as SBAC,	K, 3rd - 8th and 11th grade	Fall: Kindergarten Spring: April-May 3rd -8th grade and 11th	Home school or remote TBD by district

OAKS)			
Interim Assessments* in Math and Language Arts	K-12th	Every 6-8 weeks	Home school or remote TBD by district

*\*Baseline and Interim Assessments are used to help determine academic supports needed.*

The information we receive from these assessments is invaluable for meeting graduation requirements. Teachers and parents will work together to pinpoint areas of academic strength and weakness, set academic goals and work towards improvement. Student academic success is our main goal at EOA. On state testing days, students will come to the testing location on time, well rested, and ready to do their best. Our office will contact the parent/guardian of your student and share testing dates and locations prior to your testing appointment. The tests are usually given in the brick and mortar buildings. Legal guardians are responsible for providing transportation.

## **ASSIGNMENT & ENROLLMENT OF STUDENTS TO CLASSES:**

Students are placed in classes through collaboration with EOA staff and home school counselors. For high school students, an eye is always kept on graduation requirements.

EOA students can also take classes and be involved in sports at their home school.

To be considered full time, a high school student must be enrolled in five EOA classes per trimester. EOA enrollees will also adhere to 4J School District’s guidelines of abiding by the dictated, current calendar year and trimesters, which means your student will take new classes every 12 weeks. This enables for fluency of grades and movement toward completing needed grade level expectations.

## **THE SAFETY OF OUR STUDENTS:**

EOA takes student safety and well-being seriously, and believes that students should be able to learn in a safe and comfortable environment. EOA takes every precaution plausible to ensure your student is secure and in a healthy environment.

All members of school staff complete safety trainings at the beginning of the school year, and refer to the trainings throughout the year as needed on FuelEd. It is vital to our EOA team that everyone is able to help and assist our students as quickly as possible and fluidly.

At EOA, safety is a top priority. The EOA staff is here for you. We have a counselor and mental health specialist to serve your needs, and we can assist with other outside resources if needed.

## **CONDUCT & EXPECTATIONS:**

*At EOA our guidelines and expectations are clear:*

- Please come on time (for appointments), ready to work, and ask for help as needed.
- All of our staff are ready to help you navigate your course and try to troubleshoot technical problems. If you need specific subject-area help, you can make an appointment with the appropriate teacher.
- Please use the technology appropriately and safely.
- It is awesome to see your face! If we are having a Zoom meeting, staff love to see your face if you feel comfortable enough.
- Come willingly and ready to express your academic needs.
- Finally, enjoy yourself and connect with EOA staff and possibly another student – remember to have fun. It is part of learning!

## **ATTENDANCE & GRADING:**

- The law requires that our students check in with us daily for attendance purposes. A check-in can be a phone call, an in-person visit to EOA, or an email/text exchange. Staff are looking for two-way communication. EOA staff monitor daily academic progress. We strongly recommend that each student have a regular check-in schedule and post it in their school workspace.
- Failure to check-in regularly will result in classes being put on hold, a parent meeting, and then the student being dropped from EOA after 10 days.

### **Attendance Definition:**

Student has a two-way contact with a teacher or mentor each week on two separate days.

- **Examples are the following...**
  - Asking for and receiving feedback on a task
  - Communication via email (again, at a minimum, one original email and one response)
  - Communication via phone call
  - Virtual Zoom meetings
  - Attending a school event or coming into EOA in person

### **Grading:**

Grading is conducted every trimester. Grading is up to the course instructor (an EOA or other online teacher). Standard courses will earn letter grades while credit recovery (CR) courses (high school only) are Pass/No Pass. EOA students and parents are updated weekly on grade progress. Grades are issued at the end of the trimester. EOA staff follow Eugene 4J's grading policies.

### **Cheating and Plagiarism Policy:**

Please don't cheat or plagiarize. Plagiarism is submitting work produced by someone else, which also includes using an assignment that was previously submitted to another class. If you need help or are falling behind, please speak with your teacher, counselor, or case manager. If you cheat or plagiarize, the school will notify your parents, deny/remove credit for an assignment or test, and you may be referred to the school administrator.

### **COMPUTER USE:**

All instructional materials are online through Florida Virtual Schools FLVS (K-5) and FuelEd (6-12). School computers are only to be used for educational purposes, not for entertainment or other personal purposes. Please see the 4J technology policy on the district website.

## **Monitoring of Student Computers and Electronic Transmissions:**

In order to monitor academic integrity, EOA reserves the right to review any material transmitted using EOA devices or posted to an EOA instructional computing resource to determine the appropriateness of such material. EOA staff may review this material at any time, with or without notice. Email transmitted via EOA devices is not private and may be monitored.

## **Network & EOA Etiquette:**

The word "netiquette" refers to common guidelines for interacting with others online. Failure to use these expectations in your communication with other students, families or staff will result in disciplinary action. The following is a list of examples of proper EOA netiquette.

- Refrain from making derogatory or unkind comments, especially those regarding race, age, gender, sexual orientation, religion, ability, political persuasion, body type, physical or mental health, or access issues.
- Focus your responses on the questions or issues being discussed, not on the individuals involved.
- Review messages before sending them. Remove easily misinterpreted language and proofread for typos.
- Respect other people's privacy. Don't broadcast online discussions and never reveal other people's email addresses.
- Avoid sarcasm, jargon, and slang.
- Do not use vulgarity. Swear words are unacceptable.
- While chatting or in breakouts, please use appropriate language as well at all times.

## **EOA Indemnification Provision and Student Internet Use:**

EOA assumes no responsibility for information obtained via the Internet, which may be illegal, defamatory, inaccurate, or offensive. EOA assumes no responsibility for any claims, losses, damages, costs, or other obligations arising from the use of instructional computing resources. EOA also denies any responsibility for the accuracy or quality of the information obtained through user access. Any statement, accessible on the computer network or the Internet, is understood to be the author's individual point of view and not that of EOA, its affiliates, or its employees. PEAK, Fuel Ed and Brightspace assumes no responsibility for damages to the user's computer system.

Each user of the school community and virtual classroom is solely responsible for the content posted through his/her login credentials. Sharing your username and password with others is strictly prohibited, as is logging in with someone else's username and password, or impersonating another user.

Nothing in this policy negates any obligation the student and parent have to use the instructional computing resource as required in the Use of Instructional Property Agreement ("Agreement") the parent or guardian signed as part of the student's enrollment packet. In the event that this Code conflicts with the Agreement, the terms of the Agreement shall prevail.

### **Internet Safety Policy:**

It is the policy of Eugene Online Academy to: (a) prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) prevent unauthorized access and other unlawful online activity; (c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (d) comply with the Children's Internet Protection Act [Pub. L. No. 106554 and 47 USC 254(h)]

### **CIPA Definition & Terms: *Definitions:***

- 1.) *"technology protection measure"* means a specific technology that blocks or filters Internet access to visual depictions that are:
- 2.) *"obscene,"* as that term is defined in section 1460 of title 18, United States Code;
- 3.) *"child pornography,"* as that term is defined in section 2256 of title 18, United States Code; or *"harmful to minors."*
- 4.) The term *"harmful to minors"* means any picture, image, graphic image file, or other visual depiction that:
  - a. Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion.
  - b. Depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals.
  - c. Taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors. The terms "sexual act" and "sexual contact" have the meanings given such terms in section 2246 of title 18, United States Code.

## **Access to Inappropriate Materials & Network Usage:**

To the extent practical, technology protection measures (or “Internet filters”) shall be used to block or filter Internet, other forms of electronic communications, and access to inappropriate information. Once again, please see the 4J district policy on technology use. Specifically, as required by the Children’s Internet Protection Act, blocking shall be applied to visual depictions of material deemed obscene, child pornography, or to any material deemed harmful to minors. Subject to staff permission, a Learning Coach, may disable or, minimize protective measures only for bona fide research or other lawful purposes.

To the extent practical, steps shall be taken to promote the safety and security of users of the ORVA online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications. Specifically, as required by the Children’s Internet Protection Act, prevention of inappropriate network usage includes: (a) unauthorized access, including so-called ‘hacking,’ and other unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

## **Supervision and Monitoring:**

It shall be the responsibility of all members of the EOA staff and mentors to supervise and monitor usage of the online computer network and access to the Internet in accordance with this policy and the Children’s Internet protection Act. Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of the EOA staff or designated representatives. Together, online activities of students are monitored. Unauthorized access, including so-called “hacking” and other unlawful activities by students online is prohibited. Measures designed to restrict students’ access to materials harmful to students have been installed in the laptops and FuelEd system. EOA retains ownership and control of its computers, hardware, software and data at all times. All communications and stored information transmitted, received or contained are the program’s property and are to be used for authorized purposes only. To maintain system integrity, monitor network etiquette and ensure that those authorized to use the FuelEd system are in compliance with policy, administrative regulations and law, school administrators may routinely review user files and communications.

## **Student Contract**

The intent of this contract is to outline the standards and behaviors that are expected of students who choose to participate in one or more online courses. This contract also provides details as to how parents can support the online learning experience and what the student and parents can expect from the school district.

## **Student Expectations**

- Read and acknowledge the district **Acceptable Use Policy** regarding technology and the internet.
- Participate in each online course at least an hour per day per course, or more if needed, to maintain pace.
- Attend mandatory meetings at school as required.
- Complete coursework on time.
- Communicate with your online instructor and mentor in a professional and respectful manner.
- Ensure that you have the means to access the online courses on your own at all times.
- Acknowledge that the school district has full and complete access to the work submitted or the comments posted within the online course.
- Seek help from the online instructor or course provider as needed.

## **Parent Expectations**

Parents, because you have formally offered your support of this online experience, we would like you to help us and your student by doing the following:

- Ensure that your student has the necessary equipment and internet access to participate in the online course.
- Provide your student with a safe and appropriate place to work while at home that is quiet and reserved for school.
- Ensure that your student has sufficient time in his/her schedule to work each day on the course.
- Confirm with the brick and mortar school counselor that the chosen course of study is consistent with your student's plan for graduation.
- Become familiar with the means by which you can receive progress reports and regularly check his/her course work and progress.
- Encourage your student to seek help when stuck or frustrated.
- Be aware of all course deadlines and pacing guides and monitor adherence.
- Communicate academic concerns with online instructors as needed.

## **District Expectations**

Eugene Online Academy is a K-12th grade online program sponsored by Eugene School District 4J



Parents and students can expect the following from their district and its employees:

- A school counselor will meet and/or discuss with each parent and student with regard to their decision and determine if the course fits with the student's graduation plan.
- The school will translate the course score given by the course provider into a grade and include it on the student's transcript (secondary courses). This will include incompletes or failures.
- If the student has an active 504 Plan or IEP, the related EOA team will ensure the appropriateness of accommodations and support for the online setting.
- Supply needed technology

*Students and parents fully acknowledge that success is largely dependent upon the work and effort put forth by the students. Student who are not successful may fall off pace to graduate and may have to pursue other means to make up credits.*

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## **ACKNOWLEDGMENT & UNDERSTANDING**

I have read, understand, and acknowledge the expectations and policies set forth in the contract. Submit to the EOA secretary and/or counsel upon completion.

Student Signature

\_\_\_\_\_ Date \_\_\_\_\_

Parent Signature

\_\_\_\_\_ Date \_\_\_\_\_

Coordinator Signature

\_\_\_\_\_ Date \_\_\_\_\_