



Consortium Handbook

2017-2018

One Schoolhouse aims to be the best partner possible for schools and students that work with us. We hope that this Handbook is a good starting point and handy reference guide for our partnership.

Every great independent school values personal connection. One Schoolhouse is no different. If there is an individual concern or question about our program or policies, we want to have that conversation with you. Please reach out at any time.

One Schoolhouse tries to model a “growth mindset” in everything that we do. So, if there are issues that you wished we had covered, tell us. If there is something that you think we’ve done incorrectly, tell us. And, if you think this is helpful, we always like to hear that, too.

Best wishes,



Brad Rathgeber
Head of School & CEO

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About One Schoolhouse

Staff and Contact Information

Day-to-day, the school is managed by a professional staff of experienced independent school educators. The One Schoolhouse staff has more than forty years combined experience teaching in and managing independent schools.

One Schoolhouse recruits creative, warm, detail-oriented teachers with a growth mindset. Our experienced teachers are experts in their disciplines. Eighty percent of our faculty holds a master's degree and/or a terminal degree. The current listing of faculty and support staff is posted on the One Schoolhouse website: <https://www.oneschoolhouse.org/team-members.html>. The School is governed by a Board of Trustees: <https://www.oneschoolhouse.org/board-of-trustees.html>

School Mission

The mission of One Schoolhouse is to transform education and empower learning.

Guiding Principles

The School accomplishes its mission by leading through innovation, inspiring learners, and partnering with schools and organizations. One Schoolhouse courses are intentionally developed to be learner-driven, based on seminal and emerging constructivist education research. At One Schoolhouse, this learner-driven pedagogy values relationships and mastery of competencies. Please find our full approach to teaching and learning here: http://www.oneschoolhouse.org/uploads/7/1/4/7/71479831/the_pedagogy_of_one_schoolhouse_-_february_2016.pdf

Accreditation & Course Approvals

Please see our website for accreditation details and course approvals: <https://www.oneschoolhouse.org/about.html>

Schedules and Calendars

One Schoolhouse Office Calendar and Schedule

One Schoolhouse is based in Washington DC, and operates on Eastern Time. The office is open from 9am – 5pm ET each day. Knowing that many of our students, schools, and families come from many time zones, we make every effort to answer calls after hours, as well, though we ask for your patience and understanding if we cannot give you immediate help or information after hours.

Important Dates and Deadlines – Student Courses

Summer 2017

- Last Day for Full Refund/Course Payment Due – June 14, 2017
- Summer Classes Start – June 15, 2017
- Registration Closes/Last Day to Withdraw with 50% Refund – June 21, 2017
- 4th of July Break - July 3 and 4, 2017
- Grading Period Ends – July 14, 2017
- Semester Grades and Comments Published for Students and Parents – July 21, 2017
- Last Day of Classes/End of Grading Period – August 10, 2017
- Final Day to Complete Semester Exam – August 11, 2017
- Semester Grades and Comments Published for Students and Parents – August 18, 2017

Fall Semester 2017

- Last Day for Full Refund/Course Payment Due – September 4, 2017
- Fall Semester Classes Start – September 5, 2017
- Registration Closes/Last Day to Withdraw with 50% Refund – September 18, 2017
- Grading Period Ends – October 20, 2017
- Mid-Semester Grades and Comments Published for Students and Parents – October 27, 2017

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- Last Day of Classes/End of Grading Period – December 11, 2017
- Final Day to Complete Semester Including Exam – December 15, 2017
- Semester Grades and Comments Published for Students and Parents – December 22, 2017

Spring Semester 2018

- Review, Reflection, Growth and Goals Period – January 8 -12, 2018
- Classes Resume – January 16, 2018
- Grading Period Ends – March 2, 2018
- Mid-Semester Grades and Comments Published for Students and Parents – March 9, 2018
- Last Day of Classes/End of Grading Period – April 23, 2018
- Final Day to Complete Semester Including Exam – April 27, 2018
- Semester and Final Grades and Comments Published for Students and Parents – May 7, 2018

Please Note: There is no time off for “Spring Break” – please see below for our Late Work Policy and how to handle extenuating circumstances that might arise during a school’s spring break; AP® courses continue with review between the end of class and the day of the course’s AP® examination.

Office Calendar – Days that the One Schoolhouse Office is Closed

July 3 & 4, 2017 -- Independence Day
 October 9, 2017 -- Indigenous Peoples' Day
 November 22-24, 2017 – American Thanksgiving Holiday
 December 25 - January 1, 2018 -- Winter Holiday
 January 15, 2018 -- Martin Luther King Day
 February 19, 2018 -- Presidents’ Day
 May 28, 2018 -- Memorial Day

Tuition, Refund Policy, and Registration

Tuition Rates

Please see our website for course tuition rates & policies: <https://www.oneschoolhouse.org/tuition--policies.html>

Refund Policy

Please see our website for our refund policy: <https://www.oneschoolhouse.org/tuition--policies.html>

Course Registration

Please see our website for our course registration policy: <https://www.oneschoolhouse.org/tuition--policies.html>

Student Drop-Add Policy

Please see our website for our drop-add policy: <https://www.oneschoolhouse.org/tuition--policies.html>

Organizational Policies

Responsible Use of Technology

Please see our website for our Responsible Use of Technology Policy: <https://www.oneschoolhouse.org/technology-requirements--policies.html>

Non-Discrimination Policy

Please see our website for our Non-Discrimination Policy: <https://www.oneschoolhouse.org/non-discrimination-policy.html>

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Grievances and Harassment Policy

Please see our website for our Grievances and Harassment Policy: <https://www.oneschoolhouse.org/other-policies.html>

Whistle Blower/Grievance Policy

Please see our website for our Whistle Blower/Grievance Policy: <https://www.oneschoolhouse.org/other-policies.html>

Privacy Policy for One Schoolhouse

Please see our website for our Privacy Policy: <https://www.oneschoolhouse.org/privacy-policy.html>

Academic Policies and Practices

Student Safety and Support

The safety of our students is of the utmost importance to the One Schoolhouse community. If a student is in need of help or witnesses any unsafe or alarming behavior by another student, the student should immediately contact the teacher, Jennifer Adams, LPC, MHSP (Jennifer.adams@oneschoolhouse.org), and/or the Head of School. In addition, in certain circumstances students should contact appropriate regional/national authority (national suicide hotline, the police, etc.) if they believe those students may be harmful to other individuals or themselves.

One Schoolhouse works with counselors at home schools, families, or appropriate authorities on an as-needed basis for students in need of help. If there is a question as to a student's safety, the One Schoolhouse administration acts as best it can in the situation to ensure the student's safety. When a student is referred to the student's permanent school, One Schoolhouse keeps record of the contact.

Academic Student Support

One Schoolhouse has several layers of academic support for students to help ensure they find success with their online courses.

One Schoolhouse has created a brief Student Orientation program that is incorporated into the first unit of each student course and is required of all students at the start of their One Schoolhouse courses. This program introduces students to the School, its Learning Management System, system use policies and guidelines, and general technologies that are used. Moreover, in the Orientation, students are given helpful suggestions and tips for successful work in online courses. Students should expect to spend at least two hours in the Orientation to prepare for their online courses.

In addition to the monitoring of assignments and course activity of the teachers, the One Schoolhouse staff oversees and monitors student activity. If a student is falling behind or has failed to log in over a period of time, the teacher contacts the student. If the student fails to respond or continues to fall behind, the teacher contacts the Assistant Head of School, who reports concerns to One Schoolhouse Advisors and/or parents as needed.

In accordance with applicable federal and state law and regulations, One Schoolhouse attempts to reasonably accommodate those individuals with disabilities, which require accommodations in regards to their participation in the One Schoolhouse program. One Schoolhouse teachers provide accommodations for students who have approved documentation at their home schools, provided that notification of this need is communicated directly from the One Schoolhouse Advisor to the One Schoolhouse Assistant Head of School and that these accommodations are feasible. When a disability is brought to One Schoolhouse's attention, One Schoolhouse works with the home school to identify the accommodations, which are currently being provided to the student. If accommodations are going to be requested, One Schoolhouse asks that they be identified at the time of registration, or as soon as possible thereafter, to allow time for discussion of the accommodations to be had prior to the commencement of the class. The online learning environment at One Schoolhouse may not accommodate all disabilities.

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To provide resources for research and information literacy, One Schoolhouse has contracted with Linda Swarlis, Ph.D. Dr. Swarlis is the Director of Information Services and Library at the Columbus School for Girls. She is available to meet with individual teachers and students on an as-needed basis.

Support from the Student's Face-to-Face School

One Schoolhouse asks each school to designate an official "One Schoolhouse Advisor." This person is appointed to the One Schoolhouse Advisory Council and serves as the main point of contact between One Schoolhouse and the school. The One Schoolhouse Advisor supports the student's online learning in much the same way as a student's advisor in the school's advisory system, functioning as the primary contact to celebrate success, support the student through challenges, proctor tests, and relay information to parents. The One Schoolhouse Advisor does not serve as a tutor or a teacher.

Academic Honesty Policy

The cornerstone of any community, online or otherwise, is trust. In an academic setting, intellectual honesty becomes critically important. While successful students learn from the ideas of others and develop their own skills in sharing ideas, it is essential to distinguish between the productive sharing of ideas (collaboration) and destructive stealing of ideas (cheating).

Collaboration – With any project that involves working together, students must be careful not to fall into a passive role, letting others do the work. Students should be sure to do their own reading, research and thinking and be prepared to contribute ideas equally.

Assignments – Any assignment done for a course, unless specifically designed as collaborative, should be solely the work and ideas of the individual student. Help or information should not be obtained from outside sources, such as other students, adults, experts, textbooks, or the Internet, unless those ideas are specifically and appropriately cited. Students should always check with their teachers if they have questions about an assignment, or if they have questions about what outside sources are appropriate.

Plagiarism – The most basic definition of plagiarism is "the unauthorized use or close imitation of the language and thoughts of another author and the representation of them as one's own original work" (dictionary.com). Students' work should always be their own writing and their own ideas. The most obvious example of plagiarism would be directly copying from books, magazines, textbooks or the Internet. It can also be plagiarism, however, to copy phrases, or even to paraphrase. Any ideas that come from any outside source must be cited by the student. A student should always check with the teacher if there is any doubt as to whether something might be plagiarized or not.

Major Assessments – During the semester, students can expect some form of major assessments, such as tests. All work done on these assessments must be strictly the work of the student, and completed in the allotted time (when applicable). Obtaining outside help from any source (including but not limited to people, textbooks, and the Internet) is considered cheating.

Proctors – It is the student's responsibility to make arrangements for a proctor when it is required for a course assessment. Teachers notify both students and One Schoolhouse Advisors in advance when proctors are required. Proctors should remain with students throughout the entire assessment and are asked to verify that students have done their own work in the allotted time frame. Parents/guardians and family members may not serve as proctors.

Discipline Procedure and Consequences

Any violations of the policies regarding responsible use of technology, student safety and support, non-discrimination, harassment, and academic honesty are subject to disciplinary action by One Schoolhouse, up to and including termination from the One Schoolhouse program depending upon the severity of the violation. Students may be subject to disciplinary proceedings at their own schools.

For violations of the above referenced policies, if a complaint is made regarding a violation of those policies, by a teacher or anyone within the One Schoolhouse community, the complaint, including allegations of violations of the Academic Honesty Policy, shall be made in writing to the Assistant Head of School who shall be responsible for investigating the complaint and

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advising the Head of School the complaint has been received. If the complaint is a minor complaint (outcome from One Schoolhouse will result in no consequences or a consequence of a verbal warning, a written warning or a zero on the particular assignment) the Assistant Head of School conducts an informal conference with the One Schoolhouse Advisor. If the complaint cannot be mutually resolved through the informal conference, the Assistant Head of School issues a written decision and the decision is provided in writing to the student and the home school within ten (10) days of the informal conference. If the complaint is of a serious nature (outcome will result in possible consequences of zero for the course, removal from the course or removal from the program) the student receives a written notice of the complaint. Within five (5) business days of the student receiving the notice of the written complaint, the Assistant Head of School conducts an informal conference with the student. If the complaint cannot be resolved through the informal conference, the student receives a second written notice regarding the following:

1) The student may provide a written response to the written notice of complaint within five (5) business days of the second written notice;

2) A telephone conference with the Assistant Head of School is held within fifteen (15) days of the second written notice. The individual filing the complaint, or a designated representative acting in support of the complaint, attends the telephone conference. The student is provided an opportunity to be heard and present necessary evidence in support of the student's position and in opposition to the complaint. A student accused of violating a policy where the complaint is of a serious nature may have a representative from the student's home school (not a parent or an attorney) on the telephone conference with her or him. If the serious complaint is substantiated, the Assistant Head of School will impose a written disciplinary action, which may include, but is not limited to, a verbal warning, a written warning, a failing grade for the assignment or course, removal from the course or removal from the One Schoolhouse program. The Assistant Head of School issues the written disciplinary action within ten (10) days of the telephone conference and said decision is sent to the student's home school. If the student wishes to appeal any disciplinary action, the student may send a written request for appeal to the Head of School of One Schoolhouse within ten (10) business days of receipt of notice of the disciplinary action by the student. If the student files a written appeal, the Head of School reviews the written notice of the complaint, the student's written response to the written complaint, any notes from the informal conference or telephone conference held with the Assistant Head of School and the student, any written disciplinary action and the student's written appeal. The Head of School then reviews the decision solely for violations of procedural matters and/or whether the decision was arbitrary and capricious. The Head of School's decision is final. Any final decision regarding violation of the policies is reported back to the student's home school. The home school may use any One Schoolhouse disciplinary decision as part of any of their own internal disciplinary procedures and the One Schoolhouse decision does not preclude the home school from taking additional disciplinary action with the student.

Technical Requirements

Please see our website for technical requirement: <https://www.oneschoolhouse.org/technology-requirements--policies.html>

Learning Systems, Subscriptions, and Textbooks

Students are given access to our Learning Management System (LMS) on or before the day that their course begins. One Schoolhouse and its teachers may ask students to subscribe to programs and systems available on the Internet as part of the study for this course. If students, schools, or families have questions about programs that students are asked to create accounts for, they should direct questions to the Assistant Head of School.

Some courses have textbooks, additional software/subscriptions, lab materials, or other resources that students need to purchase and/or download to their computers in order to successfully complete course work. Any textbooks, paid subscriptions, software, or other resources are listed on the Resource List for courses, which is posted online approximately a month before courses begin. Link to the Resource List is here: <https://www.oneschoolhouse.org/resource-list>

In many courses, students have the option to purchase an e-textbook instead of a paper copy. We encourage students to purchase the e-textbook for two reasons: the e-textbook often has up-to-the-minute information and additional interactive resources that are not available in paper form; and, we aim to be the greenest school in the country, and thus try to use paper as little as possible.

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Coursework Assignments & Assessments

Every course that One Schoolhouse offers is designed—and appropriately challenging—for a college-bound student. One Schoolhouse courses are developed and refreshed in the summer so that teachers can focus on students' needs and feedback while classes are in session.

While students may choose to focus their periods of work in the course in large chunks each week, they should be very careful not to leave too much work to the last minute in case questions or problems arise. The total amount of time students need to invest in coursework is 6-8 hours per week for school year courses and 20 hours per week for summer courses. For AP courses, the time expectation is closer to 8-10 hours per week. These estimates include direct engagement with new material, student self-assessment, practice, application, collaboration with peers, and assessment. Students should log into their One Schoolhouse courses at least twice per week.

One Schoolhouse teachers open each week's page on the Friday before, and set Tuesday and Friday due dates for assignments. Students can expect to have at least four day's lead time, including weekend days, between when an assignment is posted and when it is due. Assignments and assessments are graded, recorded in the Learning Management System gradebook, and returned to students with feedback within five days of the due date. Teachers log in to the courses a minimum of five times a week to monitor the students' progress and respond to communications. Teachers regularly update the course content to reflect any new announcements, assignments, or changes in the work.

Teachers use the assessment feature within the Learning Management System or paper form for summative assessments. We require a proctor at the student's home school for major assessments, whether in Learning Management System or paper form, to ensure the student's identity and honesty. Teachers are asked to contact each student's One Schoolhouse Advisor at the start of the year and in advance of every assessment needing a proctor to help facilitate these arrangements. Though the students are ultimately responsible for arranging a time to take a test with a proctor, we want to be good stewards and promote good relations with each school. The Assistant Head of School helps in this process if difficulties arise.

Each student is able to see individual grades and current average in our Learning Management System, and can track any missing assignments there also. In addition, the One Schoolhouse Advisor at each student's home school has the ability to log in to the Learning Management System and see student grades and progress in the course.

Grade Reporting – Student Courses

One Schoolhouse operates on a quarter/semester grading period (for dates of reporting, please see "Important Dates – Student Courses" above). At the end of each quarter, One Schoolhouse faculty report grades and write a comment about each student's performance. Students are required to complete and submit all work for the grading period on or before the published ending date of the grading period. Summer courses are reported at the mid-point and at the end of the course. If a student's performance begins changing rapidly, the teacher does not wait until the end of the next grading period to report it, but instead communicates this change to the One Schoolhouse Assistant Head of School.

Official transcripts are sent to the student's One Schoolhouse Advisor at the end of the course. One credit (1.0) is issued only upon satisfactory completion of the course with a year average of 60% or higher. Partial credit (e.g.: 0.5) is not issued if a student withdraws prior to the end of the course.

Grading Scale – Student Courses

The grading scale used for our courses is based on a numerical scale. Though individual assignments during the semester may be graded on a letter or standards-based scale as appropriate, midterm and final grades are reported on a numerical scale.

Many One Schoolhouse consortium schools transfer student grades to their own transcripts. One Schoolhouse always reports un-weighted, numerical grades. If schools transfer One Schoolhouse grades to their own report cards, transcripts, and GPAs, they may weight the grades as appropriate to their own internal systems. Questions about this can be directed to the One Schoolhouse Assistant Head of School.

The grading scale that One Schoolhouse uses follows:

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- 97-100: Significantly exceeds expectations of the course or assignment. Exceptionally creative, independent, or collaborative.
- 93-96: Mastery of course material, consistently expressed with precision and clarity of thought.
- 92-90: Thorough understanding of concepts, mostly expressed with clarity and precision. If it's an option, student has chosen to take a risk.
- 87-89: Accurate and reasonably complete knowledge of content. Much is expressed with clarity and precision.
- 83-86: Shows competence and meets expectations. Satisfactory work.
- 80-82: Meets most expectations and shows adequate understanding of content. Shows preparation, but may not show enough initiative in attaining mastery of the material. Answers may stray from topic.
- 77-79: Meets some expectations. May be somewhat incomplete or inaccurate. Writing may not meet expectations. May show knowledge of material, but without answering the question.
- 73-76: Limited grasp of content. May be incomplete or inaccurate. May contain errors in expression or manifest other serious writing issues.
- 70-72: Meets minimal expectations of assignment.
- 60-69: Working towards expectations but significant deficiencies are present.
- 0-60: Work does not meet the expectations of the assignment. Preparation has been ineffective and appears to be insufficient.

Term Grade Calculations

Term grades are calculated as follows:

Semester I

- Quarter 1: 45% of Semester 1 grade
- Quarter 2: 45% of Semester 1 grade
- Semester 1 Final Exam or Project: 10% of Semester I grade

Semester II

- Quarter 3: 45% of Semester II grade
- Quarter 4: 45% of Semester II grade
- Semester II Final Exam or Project: 10% of Semester II grade

Final Course Grade

Average of Semester 1 (50%) and Semester II (50%)

AP® Examinations

In AP® classes, students are encouraged but not required to take the AP® exam. Students who sit for the AP® exam need to make arrangements to take the AP® exam at their permanent schools. The One Schoolhouse Advisor should work with the permanent school's AP® coordinator to make all the arrangements for the student to take the exam.

Students should list the One Schoolhouse school code as well as their school code on their AP® exams. This is listed as optional Item G (Online Provider Code) on the AP® answer sheet. One Schoolhouse's provider code is 000379. If the student does not list the One Schoolhouse school code, then the One Schoolhouse Advisor should report students' AP® scores to One Schoolhouse, as the College Board only automatically reports scores to the student's permanent school.

Late Work Policy

Time management is an essential piece of success in school and in life, but is especially important in an online class. Although our courses are asynchronous, they are not self-paced. Due dates for assignments are determined by the instructor of each course. Students are expected to meet all deadlines. Extensions are granted only in advance of the deadline, and work may only be given up to 80% credit. In extenuating circumstances, work may be made up for 100% credit with approval from the Assistant Head of School. It is the student's responsibility to communicate with the instructor at least 48 hours in advance of the due date to request an extension. When a student misses a deadline, missed work should be made up as quickly and thoroughly as possible. Teachers enter zeros for missing assignments, but some assignments may be made up for up for partial credit before the unit closes. Due to the collaborative nature of some One Schoolhouse assignments, not all late or

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missing assignments can even earn partial credit if they are completed after the due date. Students may earn up to 80% credit on past due work until a unit closes. Extensions for full credit or extensions that go beyond the unit deadline can only be granted by the Assistant Head of School. One Schoolhouse Advisors are notified when students begin to fall behind in their courses.

While the asynchronous nature of our courses allows for flexibility in the event of unforeseen circumstances, a student should communicate as soon as possible with the teacher if a major illness, injury, or other significant occurrence is hindering ability to complete work. The teacher, the Assistant Head of School, and the One Schoolhouse Advisor work with the student and parents to make whatever allowances are necessary for the student to successfully participate in the course.

One Schoolhouse does not close for traditional fall (e.g.: American Thanksgiving) or spring (e.g.: Spring Break) holidays. Our teachers schedule weekly work with weekly deadlines. Students are responsible for their One Schoolhouse coursework even if they are traveling or when their permanent school is on holiday. With advanced notice, teachers can open coursework early so that students can work ahead. The Assistant Head of School can help students strategize about how to meet expectations if they anticipate being away from Internet service for more than a few days. Communication is key.

In extenuating circumstances, exceptions to this policy may be made at the Assistant Head of School's discretion.

Incomplete Work

In extenuating circumstances, a student may receive a temporary grade of "Incomplete." Requests for an end of term extension must be made by the One Schoolhouse Advisor and the student to the Assistant Head of School before the last day of the quarter. All incomplete or missing coursework must be completed at a date no later than one week after the last day of the quarter. If assignments have not been completed by the above dates, those assignments receive scores of zero when calculated in the final grade.

Independent Study Protocol

At any point during the year, a One Schoolhouse consortium school may submit a request to the Assistant Head of School for an independent study for an enrolled student or a student on leave. The school should identify the student's academic needs and motivation for taking the course. One Schoolhouse independent studies are reserved for highly motivated students in extenuating circumstances. If the home school and One Schoolhouse agree that the student is an appropriate fit for an online independent study, then One Schoolhouse retains a teacher and the home school officially registers the student and pays for the course. The student and the teacher then work together to establish a competency-based syllabus and metrics by which mastery are measured. The student receives grades and comments for the course according to One Schoolhouse's grading policies and schedule.

Contact with Teachers

Teachers and students are expected to maintain regular contact with each other during the course. This contact might take several forms, including email, video/Skype conferencing, instant messaging, blog/discussion boards, etc. These regular contacts help to ensure that students are continually engaged in their coursework and not falling behind. Given the hectic schedules of both teachers and students, as well as differences in time zones, teachers are flexible in fielding requests for contact.

It is the student's responsibility to respond to communications from the teacher in a timely manner and to initiate communication when needed. Students should also be proactive in asking for help or requesting additional information. Teachers respond to student questions within 24 hours. If a student does not respond to her/his teacher or fails to log into a course for several days, the teacher contacts the Assistant Head of School.

Course Feedback/Evaluations

One Schoolhouse tries to take a growth mindset in all that we do. We firmly believe that a large part of any effort to improve should come from the suggestions of our students. We value each student's voice and the student experience in the classroom. For that reason, we ask students to provide evaluative feedback about the class regularly. The Assistant Head of School and the Head of School review feedback, reporting pertinent information to the School's Head of School and One Schoolhouse Advisors as needed.

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Teachers are also provided with anonymous survey results. They use student feedback to refine their practice and to hone that particular course. The Assistant Head of School reviews this feedback with teachers during regular evaluation reviews. In addition, students, One Schoolhouse Advisors, and parents/guardians are also encouraged to email input to the Assistant Head of School or Head of School at any point if they believe they have information that will improve the class.

Student Responsibilities

Get Off to a Good Start:

- Carefully complete the Orientation module before beginning class.
- Schedule a face-to-face conversation with your teacher through Skype or Google Hangout early in the year.

Manage Your Time Wisely:

- Log in to class regularly - at least twice a week.
- Check the assignment/due date blocks in course(s) as soon as a week or unit opens. Use it to plan out the week in advance so as to avoid last-minute and late work.

Talk to Your Teacher Regularly:

- Keep in regular contact with teachers throughout the year. S/he is anxious to help in any way.
- Ask questions when something is not clear or when help is needed.
- Talk about future plans, especially for times that are exceptionally busy. Teachers can help manage student time to get work done on an appropriate schedule.
- Consult with teachers about any time away from class, including for illness, family emergency, or traveling out of the United States. This is especially important for spring break.

Pay Attention to the Late Work Policy:

- Understand when and how to request an extension.
- Understand that a request is just that – teachers do not have to grant requests.
- Be sure to know how to turn in late work and to notify teachers that it is turned in.
- Avoid waiting until the last minute to do work. Teachers will not excuse late work for last minute questions (and therefore either do poorly or miss deadlines waiting to hear back from them).
- Make every effort to turn in work on time.

Give Your Best Effort:

- Check to be sure that everything turned in has uploaded properly.
- Check grades regularly. Remember that a zero means the teacher has not received your work. Contact your teacher immediately there are any mistakes in grades – do not wait until after report cards publish.
- Adhere to academic honesty standards. There is a strict academic honesty policy, and we expect that students are being honest in turning in only that work that is their own.

Provide Us with Feedback:

- Take the surveys that are sent quarterly. It is the best way we have to monitor satisfaction with your course. We listen and make changes based on student responses.
- Participate in the reflection journals included in your course.

Frequently Asked Questions from Students

Please see the website for our FAQ's: <https://www.oneschoolhouse.org/faq.html>

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