

CHRISTA MCAULIFFE ACADEMY



# SCHOOL OF ARTS AND SCIENCES

TOUCH THE FUTURE >>>



## PARENT STUDENT HANDBOOK

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# School Information

## Calendar

 <b>CHRISTA MCAULIFFE</b> <b>SCHOOL OF</b> <b>ARTS AND SCIENCES</b> TOUCH THE FUTURE >>>		<b>2021-2022</b> <b>School Calendar</b>							
<i>Christa McAuliffe Academy School of Arts &amp; Sciences ~ (888) 832-9437</i>									
<b>FIRST Day of School</b>  <b>July 26, 2021</b>	<b>JULY 2021</b> S M T W Th F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31			<b>AUGUST 2021</b> S M T W Th F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31					
	<b>LAST Day of School</b>  <b>June 30, 2022</b>			<b>SEPTEMBER 2021</b> S M T W Th F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30					
<b>BREAKS</b>  ☀️ <b>Summer</b> ☀️ July 1 - July 25, 2021 🍂 <b>Fall</b> 🍂 Nov. 20 - Nov. 28, 2021 ❄️ <b>Winter</b> ❄️ Dec. 16 - Jan. 9, 2021-22 🌸 <b>Spring</b> 🌸 April 14 - April 30, 2022				<b>OCTOBER 2021</b> S M T W Th F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31			<b>NOVEMBER 2021</b> S M T W Th F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30		
<b>HOLIDAYS</b>  <b>Labor Day:</b> <i>September 6, 2021</i>  <b>Veterans' Day:</b> <i>November 11, 2021</i>  <b>MLK Jr. Day:</b> <i>January 17, 2022</i>  <b>Presidents' Day:</b> <i>February 21, 2022</i>  <b>Memorial Day:</b> <i>May 30, 2022</i>				<b>DECEMBER 2021</b> S M T W Th F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31			<b>JANUARY 2022</b> S M T W Th F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31		
				<b>FEBRUARY 2022</b> S M T W Th F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28			<b>MARCH 2022</b> S M T W Th F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31		
				<b>APRIL 2022</b> S M T W Th F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30			<b>MAY 2022</b> S M T W Th F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31		
				<b>JUNE 2022</b> S M T W Th F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30					
<b>NHS Ceremony &amp; GRADUATION: The weekend of June 10-12, 2022 in San Diego, California.</b>									

## **About Christa McAuliffe Academy School of Arts and Sciences**

Christa McAuliffe Academy of Arts and Sciences (CMASAS) is a K-12 private school. CMASAS emphasizes a personalized education/learning philosophy (Personalication) and offers a plethora of electives in the fields of arts and science, as well as other electives, which use computer courseware delivered over the internet. Student success is measured by demonstrating competence at 80% or above for each course objective. Each student determines his/her own pace and learning preference, but mastery of each course objective is required to progress.

Every full-time student on the Platinum and Gold tuition plan is assigned a Personalized Education Coach (PEC). PECs provide academic assistance, counseling, guidance, encouragement, assessment, and caring support to students. An essential aspect of this system is that students stay with their same PEC from year to year. As a result, close professional relationships are formed.

CMASAS PECs use digital homeroom class for group discussion and interaction with students. The digital homeroom is an advanced technology system, which we use to conduct scheduled weekly online meetings for all full-time (Gold and Platinum) students. Homeroom class provides ample opportunity for the students to learn and exchange ideas, to practice communication skills, and to get to know each other and their PEC in real time. It also provides opportunities for students to share passion projects and take part in meaningful discourse with other students.

A fourth essential component of the CMASAS model is the concept of parent involvement in the learning process. We expect a commitment from students and parents to accept responsibility for learning outcomes. Students are empowered to learn at their own pace, so they must take responsibility for setting and maintaining appropriate study habits and schedules. Parents must take an active part, monitoring daily progress and giving encouragement and support when needed.

Every year the school offers an optional, extra cost program called CMASAS Adventures, where students travel to important historical sites and exotic locations around the world. This program is designed to develop student awareness of cultural diversity and to introduce real-life experiences into the curriculum. Our website and PECs can provide additional information about these travel experiences from year to year.

Our ultimate goal is to produce generations of excellent leaders, grounded in traditional skills, knowledge, and values, but also highly capable in the use of advanced technology to help set the pace in the ever-changing society of the future.

## History

CMASAS was founded in 2009 and has grown from its rather humble beginnings into a thriving worldwide organization headquartered in the Pacific Northwest. CMASAS operates under Personalized Education Group, Inc., an educational management organization. Our knowledgeable, experienced, and passionate team of administrators, office staff, and CIs/PECs foster a sense of community and an atmosphere of harmony where new ideas can take root and grow more easily and where innovation is welcomed and applauded.

CMASAS is named in honor of the late Christa McAuliffe. Inspired by her pioneering spirit, CMASAS views Christa as a role model for those promoting innovations in education to prepare students for the dynamic world of the 21st Century.



## Accreditation

CMASAS is accredited by Western Association of Schools and Colleges (WASC), a global nonprofit that has the knowledge to help schools improve outcomes for all learners. Accreditation is a voluntary process which ensures schools provide high-quality learning opportunities and clearly demonstrate continual self-improvement. An accredited school is based on meeting specific criteria set forth by WASC.

CMASAS courses are also approved and accepted by the NCAA Eligibility Center for student athletes wishing to be eligible for and participate in collegiate sports.

Although accredited, students of online schools may find their credits questioned when transferring to other schools due to the type of program (online). This is fairly common with institutions who have not heard of a particular school before. Features included in our student information system (Genius) address the issues causing such situations. Students are still receiving a personalized education, but it is being documented in a way that supports the transfer of those credits and the respect of potential colleges and universities.

# Student Academic Team

## Certificated Teachers

All teachers are highly qualified, serving in their areas of specialization as deemed through certification, degree(s), and/or occupational experience. The two types of teachers are PECs and Course Instructors (CIs).

## Personalized Education Coaches (PECs)

PECs, or “mentors,” are qualified teachers who take care of the whole child and are able to serve students K-12. PECs provide guidance and instruction. They establish a personalized plan for each student for the enrollment period with collaboration from the parent and the student. PECs document student learning that provides weekly online homeroom (plus additional sessions as needed by appointment). The PEC connects with the student each week regarding progress and communicates with parents regarding student progress, among other duties.

## Course Instructors (CIs)

CIs are teachers who are highly qualified in their subject areas. They provide assistance to students working through a course. Instructors also coordinate with PECs to modify courses or even create custom courses designed specifically for students’ learning preferences and interests. CIs are available by appointment in their virtual classroom. CIs can also offer help via email, Microsoft Teams, and phone. Students have access to highly qualified teachers in addition to their PEC, increasing student success.

## Parent Involvement

The CMASAS academic concept requires the active participation and supervision of a parent or other responsible adult for optimum achievement. Our experience shows that students **really need** interaction and encouragement from caring adults in the home. In the elementary program, parent involvement is especially critical because the parent takes on the role of day to day instructor to the student while the PEC provides the academic support as needed for both parent and student.

## School Counselor

The Director of Counseling oversees the school’s Comprehensive Guidance Program (CGP) and ensures that all staff and faculty are adequately trained to assure student success. The school counselor will ensure that the CGP is being implemented in all aspects of learning at CMASAS. The main four components of the CGP are: guidance curriculum, individual planning, responsive services, and system support. Thus, the school counselor will ensure that all students at CMASAS have support for all



aspects of the students' (and families') academic and personal life. This may include such things as course planning, college prep and planning, standardized test prep and planning, support for learning disabilities, support for personal issues, help finding local support services (if needed), job/career planning/guidance, and much more. In short, by utilizing leadership, advocacy, and collaboration, the school counselor will promote student success, provide preventive services, and respond to identified student needs by implementing a comprehensive school counseling program (CGP) that addresses academic, career, and personal/social development for all students.

## **Administration Team**

The administration team works with all students and staff to ensure a well-rounded and successful school experience. They coach teachers and students on an as needed basis and regularly review student progress. The administration team functions as the school's principal and works closely with all students' academic team members: PEC, CI, school counselor, curriculum director, and executive director of the school to aid in student success. They help develop the overall culture of the school and engage with school community as a whole.

# **Student Life**

## **PEC Weekly Homeroom**

Homeroom is a weekly, online, interactive session. The primary purpose of homeroom is to provide the student with a sense of belonging and a way to socialize and collaborate with peers and their PEC. In these sessions, the PEC answers questions about CMASAS in general and shares a discussion or project experience with students. Attendance during a homeroom session is not mandatory but is encouraged. PECs will email and/or call students who do not attend to connect and share information that was given in homeroom.

During these sessions, PECs will present school announcements. The rest of the homeroom is meant for student socializing, sharing, and interactions. This is also a time where students can, through the private message option, connect with their PEC regarding their progress or set-up additional meetings if needed.

## **Homeroom and CI/PEC Appointment Rules**

While each PEC and CI has specific rules and guidelines for their homeroom/office visits, the following is expected in every homeroom/appointment at CMASAS:

- If the CMASAS student comes late to homeroom, the student is welcome to join in the remainder of the session, but the PEC will not stay afterwards to review what was missed.

- The CMASAS student should strive to be on time for all appointments. If the student comes late to a CI/PEC meeting, the student will lose the time that he/she came late. For example, if a student is 10 minutes late to an appointment, the time spent with the CI/PEC will be reduced by 10 minutes. If a student arrives to an appointment more than 10 minutes late, the CI/PEC may opt to reschedule the appointment.
- In the event that a student is unable to keep an appointment with a CI/PEC, the student should communicate that to the CI/PEC before the session begins.
- If a student cancels an appointment with a CI twice in the same week, the student will need to wait until the following week to schedule another appointment.
- At all times when taking part in our digital community students are expected to follow the CMASAS student code of conduct.

## CMASAS Student Code of Conduct

Our virtual school is a place for everyone, and we want all who join our school to feel valued. All students taking part in school activities are expected to follow the guidelines below.

- **Be kind:** Avoid posting comments or opinions that you would not feel comfortable speaking to someone directly, and keep comments and subject matter appropriate. The internet is a very public forum.
- **Don't troll:** Through forums, comments, and other feedback options, it is considered bad form to hijack conversation threads for personal gain, steer conversation towards off-topic subjects, or post inflammatory controversial rants or personal attacks towards another user in an effort to provoke and spur emotional responses.
- **Be sensitive to privacy:** Always limit your audience to a need-to-know basis. Don't assume "Reply to All" is a useful tactic. Never disrupt chain of command. While these things seem obvious, they happen frequently.
- **Limit the spread of spam:** Spam is the equivalent of junk mail that clogs email inboxes and offers little professional or personal value while potentially opening up the users to hacking.
- **Be mindful of copyrights:** Just as copying someone's writing is considered plagiarizing, so is the act of using someone else's photo, comic, joke, or quote without giving proper credit to its creator or author.
- **Use proper spelling and grammar:** Though many liberties are taken with online word use, not all can follow a comment or conversation with little or no respect to the written word. Save acronyms, web jargon, and shorthand for its prospective audience if it must be used at all.
- **Display good behavior:** Students are responsible for good behavior in our virtual hallways, just as they are in a classroom or a school hallway. Always use a computer in a way that shows consideration and respect. You are not to use obscene, profane, threatening, or disrespectful language.

- **Exercise self-control and open-mindedness:** All students should exercise self-control, think before speaking, and look for value in the opinions of others.
- **Be respectful:** CMASAS requires that all comments made and opposing viewpoints expressed be done in non-confrontational and respectful manner.
- **Act with integrity:** Integrity and authenticity of student work is something that we take very seriously at CMASAS. Do not cut, copy, or plagiarize internet content or the work of your online classmates.
- **Consider consequences and protect yourself:** Think about the social consequences of any publicly accessible online community forum or other program you interact with. EMAIL IS NOT PRIVATE. Never say anything online or via email that you would not want posted on the school bulletin board or published in the local newspaper.

## Clubs

Clubs at CMASAS are a great way for students to connect with other students who share similar interests. Like the PEC homeroom meetings, club meetings are scheduled in advance and held in Microsoft Teams. For a full, current list of clubs currently offered, please check with your PEC or the clubs page of the website <https://www.cmasas.org/clubs>.

At CMASAS clubs are a privilege and not a right and in order for students to participate in clubs, students must adhere to the following:

- Be enrolled in CMASAS as a full-time student (gold level or higher).
- Be in good academic standing.
- Make adequate progress.
- Regularly attend club meetings.
- Abide by CMASAS code of conduct.

## CMASAS Adventures

CMASAS Adventures provides an exhilarating travel experience for all students and parents! During this experiential learning opportunity, students complete several assignments based on the topic of the adventure. Students get the opportunity to meet other students, go to remarkable destinations, travel, eat, sightsee. They have a great time in a new land, exploring the culture and people. Please check with your PEC for more information if you are interested. This travel experience can also be used for a .5 elective credit. The availability of CMASAS Adventures will be determined on a year-by-year basis and based on current travel restrictions.

## **Regional Gatherings**

A few times each year, CMASAS will organize gatherings around the U.S. with staff, students, and families from a local area. Past gatherings have included museum trips, bike rides, and even mushroom foraging! Any students who live locally or within a 2-3-hour trip to the destination city will be notified of the gathering. The availability of regional gatherings will be determined on a year-by-year basis and based on current travel restrictions.

## **Technology & Systems**

### **Learning Management System (Buzz)**

Buzz is an online system where students access course content, receive and turn in assignments, and view their grades and teacher feedback. Parents are given an observer account to Buzz which allows them to see all course content, assignments, and grades for their student(s).

### **Student Information System (Genius)**

Genius is a database used for managing student information and enrollments. PECs use Genius to generate student course plans, monthly progress reports, adjust course dates, and communicate with parents and students. Genius receives grade information from Buzz. Course Instructors finalize course grades through Genius which houses student transcripts.

### **Diagnostic Skills Assessment (iReady)**

iReady is used for both formative and summative assessments for students in grades 2-11. Students can be assessed in language arts and mathematics. Based on the diagnostic skills assessment, a student's placement in course can be determined and additional instruction can be provided to fill in any existing gaps in understanding.

### **Microsoft 365 & Teams**

Each student is provided with a Microsoft 365 subscription upon enrollment. This subscription includes a school email, Office Suite, access to Teams, and cloud storage space.

Teams is used as our virtual classroom for weekly homeroom meetings, office hours, and individual student tutoring. Teams includes whiteboard, voiceover IP, video, text chat, screenshare, file sharing, and other interactive features. Please note that while Teams is an official CMASAS platform and closed to public use, students are not supervised outside of official meeting times.

## Technology Requirements

Sufficient technology and Internet access is required to complete online classes with CMASAS. The following list will help verify that you are adequately equipped.

**NOTES:** Specific curricula for courses may require additional software purchases. Any additional software requirements will be provided in the syllabi for your courses.

Computer specifications are reviewed and revised annually to accommodate changes in technology. Every attempt is made to ensure that these specifications satisfy all curricular needs for students completing courses.

While **tablets, smartphones** and other **mobile devices** may allow for some completion of coursework, they are not guaranteed to work in all areas. Please ensure you have a Windows or Mac based computer available to complete coursework.

### Minimum Hardware Requirements:

- 3 GHz or faster processor
- 4 GB ram
- 250 GB ram
- At least 16 GB available hard drive space

### Operating System Requirements:

- Microsoft Windows 2000 or higher
- Macintosh OS X or higher

### Minimum Internet Requirements:

- DSL or cable highly recommended
- 1.5 mb/s Internet connection or faster

### Browser Requirements:

- Google Chrome or Mozilla Firefox 3 (browser)
- Adobe Acrobat Reader

**SPAM Disclaimer:** We do not promote or encourage the use of SPAM email, banner ads, or pop-up advertisements within our products.

## Student Learning & Planning Tools

Student progress will be documented each month via the Grade Report (progress report) emailed at the beginning of each month through Genius, our student information system. Apart from the formal report, PECs and CIs regularly look at areas where a student may need additional help in completing assignments and/or modify existing assignments.

We use a set of forms to keep students, parents, and staff members informed on the annual goals and progress of each full-time student. The forms can be saved in pdf format and emailed to families upon creation or when changes have been made. If you have any questions, please contact your PEC directly regarding student progress.

## **4-Year Course Plan**

The student 4-Year Plan is created at the time of initial enrollment or upon entering the 9<sup>th</sup> grade and is reviewed on an annual basis to make any changes or updates as necessary. The 4-Year Plan covers either 20 or 24 credits depending on the diploma type selected, along with the number of years planned to complete those credits. A conventional 4-Year Plan would cover 24 credits over a 4-year period, that being 6 credits earned each year.

## **Course Plan**

The student course plan, or Annual Course Plan (ACP) for students on a year-long enrollment period, is created once per enrollment period and is stored in Genius. It is used to plan out which courses students intend on taking over the duration of their personal enrollment period, and it is also part of documenting student progress. The course plan will list all the courses a student plans to take over the course of their enrollment period.

For students on a Platinum or Gold tuition plan, these are “living” documents in that they can be changed repeatedly throughout the year by the PEC. If a student decides not to take a class, it is deleted. If a student decides to add a class, it is added. The course plan can only include up to the total amount of credits/courses students can take during their enrollment period (i.e., 12 semester courses on a year plan or 6 semester courses on a semester plan).

Neither the 4-Year Plan nor the course plan are required to be signed.

## **Parent Observer Access**

Parents are provided with a parent account to both Genius and Buzz to stay apprised of student progress on a continual basis. Within Genius parents can view an academic snapshot for each course, the student gradebook, student activity (time spent in Buzz), and contact information for the student's CIs and PEC. Within Buzz parents can view all course content, assignments, assessments, the gradebook, and pacing guides for each course.

## **System Pacing Guides**

Genius provides a real time log of activity that allows students, parents, and PECs to determine if the student is logging sufficient time to reach their progress goals in each course. An academic snapshot located on the student/parent dash of Genius gives students and parents a graphic account of current progress. PECs and students discuss student goals in terms of course completion timelines, and PECs use these goals to establish a course end date entered in Genius.

Buzz uses the end date in Genius to populate an assignment "to do" list. This list provides assignment "deadlines" based on the number of assignments in the course and the desired end date. These deadlines are simply a mode of communicating the end date goal, and they should not be considered as hard and fast. They are merely guides. Buzz also provides a monthly calendar view of the "to do" list that allows students to see an overall monthly view of their assignments. Dates are also listed next to each assignment in the gradebook section of Buzz.

Both Genius and Buzz pacing and progress guides are visible through student and parent access.

## **Grade Reports**

The Grade Report is emailed to students and parents each month. It provides a monthly snapshot of progress for all courses and includes the current grade in each course, number of completed assignments in each course, and number of minutes logged into coursework.

## **Course Progress Reports**

Progress reports are sent bi-weekly for each individual course in which the student is enrolled. Progress reports include the course start date, number of assignments currently completed, number of total assignments in the course, and current end date of the course. Progress reports are a tool used in conjunction with the Grade Report and give students and parents a more frequent measure of formal progress.

# **Communications**

There are several ways of communicating with your PEC, CIs, and other school staff.

## **Email**

Email is the primary way to communicate with your PEC and CIs. For that reason, it is imperative that you have a reliable, working email address that you check daily. It is a good idea to have an email address designated specifically for CMASAS/school communications. CMASAS provides students an email address upon enrollment. If you opt not to use your CMASAS email address, be sure to forward messages sent to that inbox (meeting invitations, school announcements, etc.) to an address that you do regularly check.

Note: CMASAS will require two email addresses, one for the student and a separate one for the parents. Please be sure to provide both.

## Telephone

Please be considerate of your PEC and CIs regarding phone calls. Remember that everyone does not live in the same time zone. Find out when it is a good time for your PEC or CI to receive calls. They will be delighted to talk with you. Any of our staff members can be reached through the following phone number: (503) 226-7374 or (888) 832-9437.

## Microsoft Teams

Another way to have a real-time conversation with your PEC and CIs is to download Microsoft Teams. Teams provides one location for chat, homerooms, and virtual live meetings. Try to be patient when contacting your PEC or CIs. They may be holding homeroom, meeting with an individual student, having a parent conference, etc. Leave a message and your PEC or CI will get back to you as soon as possible within 1 business day.

# Getting Started at CMASAS

## Enrollment Requirements

Completing an online registration form allows for our staff to initially place/enroll a student based on the personal information provided. In addition, the following items are part of the enrollment process and are **required before placement in courses occurs**:

- Registration fee payment and the entire or partial tuition payment.
- Acceptance of payment and refund terms (completed upon checkout).
- Birth certificate or equivalent which matches the online registration form data provides acceptable proof of age.
- Student transcripts, if applicable (full-time, 8<sup>th</sup>-12<sup>th</sup> grades).
- Release of student records form (full-time enrollments only).
- Signed agreement from the Parent/Student Handbook Agreement.
- Signed Parent Consent Level Form (permissions).

## Upon Enrollment

A PEC will be selected by our administrative team based on the enrollment application data and comments provided on the registration form if you have not previously indicated a preference for a specific PEC. In addition:

- Student details will be populated into our student information system, Genius, and our learning management system, Buzz.



- Student will be provided with a free Microsoft Office 365 account. This account includes a school email address, cloud storage, and the Office 365 suite of apps. This account will be used for virtual classroom meetings, clubs and more.
- Student will be enrolled in Foundations in Personalized Learning course.
- A welcome letter email will be sent providing login information and contact information for your PEC and other staff members.

The PEC is notified, by administration, of his/her new student. Your PEC will contact you within 1 business day of your enrollment start. If s/he does not, please call the office to verify that your enrollment is complete.

### **First Week of Enrollment**

Students will receive a welcome from their assigned PEC in the form of an email outlining specific details needed for starting the Foundations in Personalized Learning course.

Student will also receive a welcome from our CMASAS student counselor in the form an of email.

PECs will connect with the student/family through phone, or Teams, to personally welcome you to the CMASAS family, start building personal connections, and discuss courses of interest for this year. Student will start Foundations in Personalized Learning course.

### **Foundations in Personalized Learning**

This course is an introduction to our systems and prepares students to be successful learners in the online setting. High school students have the option to take this course for credit. Middle and high school students within the United States and Guam will receive a copy of *The 7 Habits of Highly Effective Teens* book written by Sean Covey. Elementary students will receive *The 7 Habits of Happy Kids* book written by Sean Covey. Students will use these texts throughout the Foundations course to help build goal setting skills and establish good habits. Due to shipping restraints, international students will need to obtain their own copy of this book.

Middle & High School (Grades 6-12)  
*The 7 Habits of Highly Effective Teens*  
 ISBN#: 978--6-84-85-609-4

Elementary (Grades K-5)  
*The 7 Habits of Happy Kids*  
 ISBN#: 978-1-4169-5776-8

As an alternative, international students can request the Kindle edition by providing us with gifting information (usually an email address) for the desired Kindle account. Students who have read and implemented the recommendations from these books have done extremely well in their educational and life pursuits. If you would like to receive a Kindle edition, please contact one of our enrollment counselors with your gifting information.

During the Foundations in Personalized Learning course students will determine their own unique learning preferences and complete the diagnostics assessment. Once the student has completed the learning preferences and diagnostic assessments, the PEC will go over the results with the student and parents. This may be done through the live online classroom, via email, teleconference, or Teams.

In addition, students will complete their 4-year Plan and course plan. Students will explore the online learning environment and become familiar with the tools available to foster and promote successful learning. Students will discover how to set goals and schedule their time through the use of *The 7 Habits of Highly Effective Teens*. In addition, students will learn about CMASAS's policies and procedures and how to resolve technical issues.

## **Second Week and Beyond**

During the Foundations in Personalized Learning course students and parents work with their PEC to create a course plan. They then work together over the enrollment year to determine the sequence of courses to be taken throughout the year. The PEC requests courses several days and up to a week prior to students needing an additional course.

The PEC continues weekly contact with students and keeps a weekly log of these contacts. PECs must have two way regular contact regarding student progress to ensure that student needs are being met and to effectively mentor and advocate for each student.

## Top 10 Tips for Success

**Top 10 Tips for Success**  
(for CMASAS students, by CMASAS students)

- 1** Get really comfortable with your computer, email, Teams, and various word processing programs.
- 2** Make sure you have the right equipment. High-Speed Internet access is helpful. Get a microphone for homeroom, etc.
- 3** Keep open and honest communication with your PEC, instructors, and parents.
- 4** Be friendly and open in homeroom and in e-mails with your PEC and other CMASAS students.
- 5** Don't be afraid to ask questions.
- 6** Don't be afraid to express your opinion to your PEC and in homeroom as long as you are polite and not argumentative.
- 7** Develop a tolerance for technology. Sometimes the software gets a glitch when you are doing Online work, so don't get frustrated.
- 8** Consider joining a club or offering a suggestion for a club.
- 9** Learn to set a schedule and prioritize your work.
- 10** Work closely with your parents, which is a big part of CMASAS's philosophy.

## Student Coursework and Grading Policies

### Student Coursework

Using student input, most recent grade level, available transcripts, and diagnostic/placement testing, the PEC assigns one to two core subjects to the student. Core subjects include math, language arts (reading, writing, speaking, and listening), social studies, and science. **It is recommended that a**

**student spend approximately three to four hours per day on academic coursework, with additional time for non-academic, elective activities such as art, music, PE, and occupational education. At this pace, each subject should take about 8 weeks to complete.**

CMASAS requires all students to obtain at least 80% mastery of all course objectives.

It is recommended that students who receive below an 80% in their online coursework redo any lessons necessary to obtain an 80% score on all course objectives. As a result, students become confident of success, learn to excel, and most students complete high school well-prepared for post high school endeavors.

### **Adequate Student Progress**

Although CMASAS does not work on a "time-based" system and no absolute time limit is placed on completion of courses, **there is still a strong expectation that students will complete the equivalent of one semester course each month.** PEC and parent communication is vital to meet this expectation. PECs ensure that parents are able to track student progress, and it is suggested that parents keep open communication with PECs informing them when students will be working at a slower pace for whatever reason (vacation, athletic competitions, health issues, artistic performances, etc.). PECs may set deadlines for assignments where appropriate and are encouraged to work with parents and students to set realistic goals and learning plans to help students stay on track for making steady progress. Students may progress from kindergarten through grade twelve as quickly as their ability, desire, and motivation allows.

### **Awards**

The selection of valedictorian and salutatorian is determined by a committee that reviews student grades and other criteria. Along with GPA, the committee is looking for candidates with the following qualifications:

- Student must be within 2 credits of graduating by the end of April to be considered.
- Student has completed core academics through 12th grade.
- Student must be recommended by their PEC as having exemplary attendance and participation.
- Compilation, by student, documenting his/her role in community support projects, volunteer efforts, leadership, or any activity that shows outstanding effort and community or family involvement.

Students may also be considered for special awards to be given at graduation. Information will be sent out in the spring regarding graduation.

## Grading Scale

Grades are determined on the standard CMASAS scale:

A	95-100%	4.0
A-	90-94%	3.7
B+	87-89%	3.3
B	83-86%	3.0
B-	80-82%	2.7
NC	Below 80%	No Credit

## Grading Policies

The PEC is required to send a Grade Report (progress report) to the student and parent on a monthly basis during the year to keep the student apprised of the grade he/she is earning.

The ability to make up given sections/assignments is up to the individual instructor. However, all make-up work must be done within the time the student is working on the course credit.

A course grade is given when ALL work is completed, and the objectives of the course have been mastered (80% or above).

Remember that 80% is the lowest grade a CMASAS student can receive for a course. Anything below that will not receive a course grade. Students have ample opportunity to review lessons and to improve their scores, and students may retake courses to earn improved grades.

Note: Grades awarded for Honors courses, Advanced Placement, and International Baccalaureate courses are weighted the same as other courses on the CMASAS transcript.

## Parent Involvement

The CMASAS academic concept requires the active participation and supervision of a parent or other responsible adult for optimum achievement. Our experience shows that students need interaction and encouragement from caring adults in the home to succeed in their academic pursuits. In the elementary program, parent involvement is especially critical because the parent takes on the role of day-to-day instructor to the student while the PEC provides the academic support as needed for both parent and student. Here are some ideas to help parents as they support their student(s).

## Five Step Teaching Model

This is the model many teachers use in the traditional classroom. Personalize it to meet your own needs.

### 1. Set Up the Learning

- a. Focus your child
- b. State what will be learned (the objective)
- c. Establish purpose
- d. Establish transfer from past learning (if appropriate)
- e. Pretest (if desired) to show what your child already knows

### 2. Provide the Instruction

- a. Provide the information
- b. Model
- c. Check for understanding

### 3. Guided Practice

- a. Practice with your child
- b. Elicit overt responses that demonstrate the learning outcome in the objective
- c. Provide specific knowledge of results: "You've got it!" or "Let's review this."

### 4. Reinforcement

- a. Make final assessment to determine if your child met the objective
- b. Have each child demonstrate learning on his/her own

### 5. Independent Practice

- a. Continue to monitor as your child practices independently
- b. Provide immediate knowledge of results
- c. Expectations for online school parents

Often parents ask, "How does someone do this?" While online learning isn't for everyone, it works for many families. Here are some useful tips for integrating online learning into your home learning environment.

## Parent Strategies

### 1) Assertive online school parents

- Provide relevant information to PECs and course instructors that will help the child maximize his/her educational experience.
- Respond to the PEC's and CI's communications in a manner to meet the child's needs.

- Check their email account at least once per day to view communications between PECs/CIs and their students as well as bi-weekly individual course progress reports and monthly progress reports.
- Create a consistent learning environment for the student.
- Clearly and firmly communicate how the child should behave and what he/she should do.
- Ensure that children meet learning goals for each day and week.
- Back up words with actions.
- Communicate expectations to the child both verbally and visually. Post rules and consequences.

## **2) Positive reinforcement**

- Effective reinforcement of appropriate behavior is the key to dealing assertively with your child's behaviors.

## **3) Verbal reinforcement guidelines**

- Give directions to your child for expectations.
- Praise when he/she complies or is listening.
- Positive notes are great on papers, post-its, and even on the bathroom mirror!

## **4) Ideas for positive rewards**

- Certificates of achievement
- Positive notes
- "Free" time
- Grab bag of goodies (Keep giveaways and \$1 store treats in a central location.)
- Set up a point system for a larger long-term reward.
- Give tickets that can be saved towards the "purchase" of treats and prizes.
- Star or sticker on a chart (works great with younger children).
- Lunch or special time just with you (works well when you have more than 1 child).
- Go to the park or special play place.
- Make up a coupon system.
- Have a special visitor during "school" time, like a class guest in a "regular" class.
- Plan a party!

## 5) Setting your limits

Discipline needs to be applied consistently. These suggestions may help you set your limits:

- Use consequences you are comfortable using. Think before stating a consequence-. Can you follow through with it?
- Provide your child with a choice. (Make sure all options are OK with you.)
- Provide consequences as soon as possible after the child chooses to disregard your request.
- Use a calm firm voice.
- Never punish your child severely.
- Behavioral changes take time and consistency on your part. Behaviors aren't developed in a day and it will take longer for a learned habit to be changed.

Remember, negative behavior can come from:

- Frustration (Were you clear with your directions? Did you check for understanding? Have you given enough praise?)
- Boredom (Are you "mixing it up" and making it fun whenever possible while still meeting your objectives? Is the work too easy? If you find there is not enough variety in your activities, check with your PEC.)
- Lack of success (Is the learning too difficult? Have you called your PEC for suggestions? Is this objective appropriate for where your child is academically? Does the work need to be modified?)
- Personal problems (Is there something unresolved in the family or with friends that needs to be discussed/worked out so your child can concentrate on learning?)

## 6) Suggestions for negative consequences

- Loss of free time
- Removal from activity (make sure he/she goes to a place that is not stimulating)
- Letter of apology to you
- Child states 5 reasons why the behavior wasn't acceptable
- Isolation or time out area
- Loss of privileges



## **7) Changing behaviors**

Behavior can be changed through the strategies we use in formal and informal instruction including the following:

- Know when to react or not to react to what your child says or does. Choose your battles wisely!
- Vary the use and sequence of materials and activities you use in home education.
- Increase the rate or improve the quality of a positive behavior the child already possesses.
- Support the child's effort to behave well.
- Support your rules and reasons behind them.
- Ensure that your child perceives you care and love them; it's the behavior that needs to be changed.
- Your child needs to understand that you are concerned about their growth.
- Your child should understand that you have their best interest at heart.

## **8) When your child tests your boundaries**

- Support and follow your rules and routines.
- Do not become an element of the inappropriate behavior.
- You are the major factor in your environment. If *you* need a break, take it. Your schooling environment will be stronger for it.

## **9) Key points for successful discipline**

- Firm but compassionate concern is the foundation for a positive relationship with your child while completing school at home.
- A positive relationship is much easier to develop with your child if your behavior is consistent.
- You must not “play favorites” with your children if you are working with more than one. Each child is an individual with a unique personality to celebrate.
- Ignoring inappropriate behaviors is sometimes the best way to decrease them, but every child is different. Sometimes ignoring is an invitation to form a habit. You must know which response works best with your child.

# Transcripts, Testing, & Graduation

## Graduation Requirements

Twenty-four credits are required for earning the college prep diploma. Twenty credits are needed to earn the standard diploma. A student must complete a minimum 25% of the minimum required credits with CMASAS to be eligible for a CMASAS diploma—thus, at least 5 credits completed at CMASAS to earn the standard diploma and a minimum of 6 CMASAS credits for the college prep diploma. Please note that a student can still gain admission to college with a standard diploma provided the student completes the correct minimum admission requirements in those 20 credits.

CMASAS plans to have an in-person graduation ceremony each year when possible. The date and location of the ceremony varies each year. Students planning on participating in the graduation ceremony need to be within 2 credits of earning their diploma by mid-May, should have requested their final coursework, and must RSVP their attendance by the required date (usually mid-May). Seniors who have already completed *all* requirements to graduate (i.e., graduated “early”) are also encouraged to attend and participate in graduation ceremonies. Seniors must have already paid the senior/graduation fee in order to participate in graduation ceremonies, as well.

## Graduation Checklist

The Graduation Checklist provides a guide to graduation requirements. It also serves as a tracking tool for monitoring and reporting progress. This checklist allows for addressing individual academic needs and individual choices. Our PECs have this checklist available for their students to use and help with planning all courses needed for earning the student's diploma with CMASAS. This checklist can also help guide students and parents (in consultation with the PECs) in choosing the correct courses for a student's chosen career choice, college admission goals, life plans, and more.

## Early Graduation

Since CMASAS's programs are mastery-based and self-paced, it is possible to complete high school in less than 4 years. The amount of time that it takes to complete the required courses for graduation depends on several factors, which rests on the student and their approach to completing their work. The student's personal motivation and willingness to accept the primary responsibility for their academic achievements are key components. Other considerations that may affect the amount of time it takes to complete all the courses needed for graduation include, but are not limited to, the pace at which an individual student works, his/her abilities, personal interests, choice and difficulty level of electives, health and family issues, use of organizational and time management skills, etc.

Each semester course is designed to take approximately 90 hours of work to complete. It is expected that students maintain a consistent school schedule by working on assignments between 20-25 hours each week. Because CMASAS is a year-round school, students can graduate at any time throughout the year (including summer). Each student will be considered part of a particular “graduating class year,” but again, they can graduate at any time throughout the year.

## **Transcripts & Progress Reports**

Parents can track student progress, request progress reports and unofficial transcripts from their PEC, and enjoy other benefits of a professional student information system. Parents can request official transcripts through Parchment. Please ask your PEC (or consult our school’s website) for a link to Parchment.

## **College Entrance Exams – SAT, ACT, PSAT**

Check with the College Board website (for PSAT and SAT) and the ACT website for test dates, as well as where to locate information in your local area. You will need to find a local location that will allow your student to sit for these proctored exams. Additional information on tests will be sent to all students throughout the school year from the counseling department. Further information can be obtained by emailing the Director of Counseling. If your student needs accommodations for any standardized testing, please plan ahead at least 3-6 months before the actual exam. You *must* contact the Director of Counseling to proceed with getting approval for testing accommodations related to disabilities, IEP's, 504 plans, etc.

**CMASAS school code is 380581.**

# **Tuition**

## **Tuition & Payment Options**

Our PECs do not handle tuition information in any way and will refer you to CMASAS’s school office. If you have questions regarding tuition, please contact the office directly. For updated tuition information please refer to our [school website](#).

## **Monthly Tuition**

The monthly tuition starts on the first day of enrollment and is due on that date of each month. CMASAS does not send out monthly statements.

## **Payment by Check**

Make checks payable to Personalized Education Group, Inc.

Send payments to:

Personalized Education Group, Inc.

5200 SW Meadows, Suite 150

Lake Oswego, OR 97035

## **Payment by Credit Card**

Parents may also choose to pay the monthly tuition by credit card or bank wire. Please contact the main office with any questions regarding these tuition payment options.

## **Supplemental Materials**

Most courses do not require textbooks or additional software; however, there are several that do require additional materials. For example, Advanced Placement classes will often require the purchase of a specific textbook, some science classes might require lab supplies, and some technology courses require software. Families may request documentation of academic standing to qualify for educational discounts. CMASAS has also assisted families by purchasing materials and shipping them directly to the student; in these cases, an additional charge is made to the student's billing information, and one must allow 2-4 weeks for processing and delivery of materials. Material sources to consider include the public library, the Internet, and Amazon, which have many new and used textbooks available for purchase.

Parents may also opt to supplement CMASAS curriculum options through curriculum they have purchased or engage in learning opportunities such as visits to science museums, zoos, historical sites, or other similar locations. Families are encouraged to work closely with their PECs and CIs in using these other curriculum and instruction options.

# **CMASAS Policies**

## **Academic Integrity Policy**

Academic integrity is founded upon and encompasses the following five values: honesty, trust, fairness, respect, and responsibility. Supporting and affirming these values is essential to promoting and maintaining academic integrity. Each member of the academic community must stand accountable for their actions. As a result, a community develops in which students learn the responsibilities of citizenship and how to contribute honorably to their goals and endeavors.

The first responsibility for academic integrity lies with individual students and faculty members of this community. A violation of academic integrity is an act harmful to all other students, faculty, and the school. Deceit and misrepresentations are incompatible with the fundamental activity of this academic institution and shall not be tolerated. Members of the Christa McAuliffe Academy School of Arts and Sciences (CMASAS) community are expected to foster in their own work the spirit of academic honesty and not to tolerate its abuse by others. This Academic Integrity Policy encompasses the duration of the student's enrollment with CMASAS.

**Consequences are at the discretion of CMASAS and are dependent on the severity and type of violation to the academic integrity policy.**

Students are expected to practice responsible and honest behavior. Acts of academic dishonesty will not be tolerated at CMASAS and typical offenses are listed but not limited to the following:

- Copying material from other sources and claiming it as your own without citation.
- Soliciting answers from other students, online forums, or search engines.
- Intentional falsification or invention of date, citation, or other authority in an academic exercise.
- Taking someone else's work or ideas as **your own**, with or without their consent, by incorporating it into your work without full acknowledgement.
- Theft or alteration of materials.

**Consequences for violations to the Academic Integrity Policy may include any of the following:**

- The student may be issued a warning regarding the specific violation that was committed, and parent or guardian may be notified. Student may be allowed to resubmit the assignment with no loss of score due to the offense. However, the offense may be documented for future reference.
- Student may need to complete a plagiarism review course prior to completing any additional work or resubmitting the assignment. At the end of the plagiarism review course, student will sign an acknowledgement form indicating they understand what plagiarism is and are familiar with the Academic Integrity Policy and agree to abide by the policy.
- An official letter may be sent home to explain the severity of the offense.
- Student may receive no credit for the assignment.
- Student may be placed on Academic Probation incurring an added tuition of up to \$150.00 per month for 3 months or longer and the offense will be documented in the student's permanent academic records.

- Future assignments may be reviewed, and assessments may be required to be proctored at the family's expense.
- The student may be removed from the course receive a failing grade.
- The student may be withdrawn from CMASAS. (Payment and Refund Terms still apply)

## **Alcohol/Drug Policy**

Use of and/or possession of tobacco products, drugs, or drug paraphernalia are not permitted on the CMASAS campus or at CMASAS sponsored events.

## **Harassment and Discrimination Policy**

CMASAS is committed to equal opportunity for all individuals in education. CMASAS programs and activities will be free from discrimination based on sex, race, color, religion, sexual orientation, national origin, physical or mental disability, or any other unlawful consideration. CMASAS expects students, parents, and staff to respect diversity.

**Harassment definition:** Harassment is unwanted and unwelcome behavior from other students, parents, or staff members that interferes with another individual's life. When it is sexual in nature, it is "sexual harassment." When it is racial in nature it is "hate-motivated behavior" or sometimes a "hate crime."

**Discrimination definition:** Discrimination is negative or unfair treatment that brings discriminatory attention toward an individual based on race, ethnicity, sexual orientation, religion, or gender.

Failure to comply with this policy may result in dismissal from CMASAS.

## **Virtual Meeting Policy**

CMASAS uses online platforms to interact and communicate with students. To protect students and staff and to allow for asynchronous participation, group meetings such as homeroom and club meetings are recorded as standard procedure. Individual meetings between students and course instructors or PECs are also recorded for safety reasons and to allow for re-viewing as an additional instructional tool for the student. Students or families may opt out of individual meeting recordings for a compelling reason. All recordings are stored in a secure location and access to the recordings are strictly limited.

## **CMASAS Enrollment & Tuition Policies**

### **Christa McAuliffe Academy School of Arts and Sciences Pledge**

At Christa McAuliffe Academy School of Arts and Sciences (CMASAS) we get education. We understand that not all students learn the same way, at the same pace, and at the same time. We back up our personalized and affordable education with a 30-day trial period for full-time enrollments. We also offer a tuition refund policy for individual course enrollments and an option for rolling over unused course credits when renewing on the same tuition plan. Review our complete enrollment and tuition policies below.

### **CMASAS Full-time Trial Enrollment Details**

If for any reason our Personalization model of online school isn't the right fit for your child, just notify us within 30 days of your enrollment, and we will cancel your enrollment with no further tuition payment obligation. If paid in full, a refund will be issued less one monthly payment for the plan selected.

The trial period is for new CMASAS students who have not previously enrolled in CMASAS. The trial period is for up to 30 days from the date of initial placement in our Foundations in Personalized Learning course. The maximum number of course enrollments during the 30-day trial is the Foundations course plus one additional academic course. The trial period ends upon enrollment of a third course beyond Foundations plus one or the end of 30 days, whichever is sooner. The parent or guardian must notify CMASAS of their intent to withdraw via email at [enroll@cmasas.org](mailto:enroll@cmasas.org). Registration fees are non-refundable.

### **CMASAS Individual Course Trial Enrollment Details**

We offer full refund less \$150 per course enrollment within 30 days of initial enrollment. There is no refund after 30 days of enrollment on individual course enrollments.

CMASAS bases the enrollment start date on parent/student desired start date of a course. An enrollment date is the date a course is processed and available for student activity, regardless of the date a student actually logs in to begin.

A student has up to 30 days to drop a course and not have it reflected on their academic record. After 30 days, and through the enrollment end date, a student will receive a "W" for withdrawal for any dropped course. The student will receive an "I" for incomplete if they don't complete the course by the enrollment end date.

### **CMASAS Full-time Student Course Change Policy**

A student has up to 30 days to drop a course and not have it reflected on their academic record. After 30 days, and through the enrollment end date, a student will receive a "W" for withdrawal for any

dropped course. The student will receive an “I” for incomplete if they do not complete the course by their withdrawal date. A course change fee of \$150 may apply to any course dropped regardless of the length of enrollment. All courses reflected on a student academic record count toward their course enrollment credits.

## **CMASAS Full-time Student Course Add Policy**

Regardless of the enrollment plan selected, CMASAS reserves the right to limit student course enrollments within the final four weeks of an enrollment period unless a renewal has been processed for the same tuition enrollment plan. Students will be required to complete all current course enrollments prior to adding additional courses during this time period.

## **CMASAS Course Rollover Details**

Sometimes life gets in the way, and a student may not complete a full enrollment of 12 semester courses within a 12-month period. In an effort to help students get back on track, CMASAS allows students to rollover unused courses that are in-progress and/or not used from one academic year to into the next academic school year with renewal of the same tuition plan when renewing prior to the lapse of the current enrollment term. While credits and time “reset” upon renewal, students access rolled over credits after having completed their current enrollment plan credits. For specific details on each enrollment/tuition level’s rollover policy, please contact your student’s PEC or our Student Accounts Manager.

## **CMASAS Enrollment Terms**

### **Full-time enrollment terms:**

**Semester** - Consists of a 6-month continuous term. (I.e., if enrollment start date is August 15<sup>th</sup>, 2021 the enrollment end date would be February 14<sup>th</sup>, 2022.)

**Full-year** - Consists of a 12-month continuous term. (I.e., if enrollment start date is August 15<sup>th</sup>, 2021 the enrollment end date would be August 14<sup>th</sup>, 2022.)

### **Individual Course Terms:**

**Semester** – Consists of a 6-month continuous term. (I.e., if enrollment start date is August 15<sup>th</sup>, 2021 the enrollment end date would be January 14<sup>th</sup>, 2022.)

**Full-Year** – Consists of a 12-month continuous term from the initial date of enrollment. (I.e., if enrollment start date is August 15<sup>th</sup>, 2021 the enrollment end date would be June 14<sup>th</sup>, 2022.)

**One-time fee**, materials for hands-on Lab Science additional, with 150 days\* to complete **semester** course or 365 days\* to complete a **full-year** course.

## **Payment and Refund Terms and Conditions**

**ALL SALES MADE OUTSIDE OF THE UNITED STATES ARE FINAL AND NO REFUNDS SHALL BE MADE.**



**Registration Fee:** CMASAS requires payment of a non-refundable annual registration fee for full-time enrollments.

**Tuition:** CMASAS provides two payment options for tuition:

- 1) In full at time of Registration
- 2) Down payment at time of Registration plus monthly payment plan - Prior to opening the final course for a student on a payment plan no more than 2 monthly payments may remain. Parents may pay the difference between the outstanding balance and total of two payments at any time prior to the course being approved.

Tuition and all outstanding fees must be paid in full in order to receive a diploma from CMASAS. Unofficial transcripts are verified prior to finalizing official transcripts based on courses fully completed and tuition paid and applied to each course. Courses where tuition has not been paid will not be included on an official transcript.

**Refund Policy:** In order to be eligible for a refund, a parent or guardian must provide written notification to CMASAS administration requesting to drop a course or withdraw the student from the school. It is also recommended that the Executive Director is contacted to discuss the reason for the course drop or program withdrawal. Refunds are calculated based on the “Withdrawal Date” which is the postmark and/or electronic imprint date and time on the written notification. Any written notification with imprint time after 5 pm Pacific Time will be considered as received on the next business day.

## **Full-time Student Withdrawal**

**Suspension of Payment Plan:** Students withdrawing who are on a payment plan with CMASAS may be eligible to have future payment obligations cancelled. In order to be eligible, a parent or guardian must provide written notification to Personalized Education Group, Inc., requesting to withdraw the student from the school. It is also recommended that the school’s Executive Director is contacted to discuss the reason for the program withdrawal.

**\*Future payment obligations are calculated based on the table below or at the sole discretion of Personalized Education Group, Inc. Tuition payments are calculated based on the total number of courses enrolled in and/or completed in addition to the “Withdrawal Date” which is the postmark and/or electronic imprint date and time on the written notification.** Any written notification with imprint time after 5 pm Pacific Time will be considered as received on the next business day. Specific information on minimum number of payments required or maximum refund available is outlined below.

Type	Enrollment Type	Payment Type	Prior to Start of Enrollment	Day 1 - Day 30 of Enrollment	Day 31 - Day 90	Beyond 90 Days of Enrollment
Program Withdrawal	Full-Time	Payment Plan	All Monthly Payments Due Are Cancelled	One Monthly Payment is Due	A minimum of 5 Monthly Payments Are Due – All Additional Monthly Payments May Be Cancelled*	A minimum of 10 Monthly Payments Are Due - All Additional Monthly Payments May Be Cancelled*
Program Withdrawal	Full-Time	Paid in Full	100% (Materials NOT Shipped) 75% (Materials shipped)	One Monthly Payment is Due	0% - 50% Refund*	0% - 15% Refund*

THERE ARE NO REFUNDS ON MATERIALS PURCHASED AND ON ANY APPLICABLE SHIPPING CHARGES IF MATERIALS HAVE BEEN SHIPPED.

PERSONALIZED EDUCATION GROUP, INC. HAS NO OBLIGATION TO PROVIDE A REFUND IF YOU OR YOUR CHILD VIOLATES A SCHOOL POLICY OR OTHERWISE FAILS TO COMPLY WITH ANY MATERIAL TERM OR CONDITION APPLICABLE TO YOUR ENROLLMENT.

**Suspension and Termination:** Personalized Education Group, Inc. may suspend course access to CMASAS students without notice if the student is on a payment plan, and we have not received payment for service or payment has been declined. In addition, Personalized Education Group, Inc. may terminate any enrollment if student and/or guardian breach or otherwise fail to perform any material obligation and do not cure the breach within 30 days after Personalized Education Group, Inc. has notified affected parties of breach. A reinstatement fee of \$40, in addition to past due tuition, will apply to any student whose account has been suspended. Any terminated account must complete a new enrollment registration at current tuition rates in addition to paying tuition which is past due. Registration fees apply to all enrollment registrations.

**Collection Costs and Attorney Fees:** If any unpaid registration fees or tuition are sent to collections, or if an arbitration, suit, or action is instituted to interpret or enforce the provisions of this Agreement, to rescind this Agreement, or otherwise with respect to the subject matter of this Agreement, the party prevailing on an issue will be entitled to recover with respect to such issue, in addition to all collection costs, reasonable attorney fees incurred in the preparation, prosecution, or defense of such

arbitration, suit, or action as determined by the arbitrator or trial court, and, if any appeal is taken from such decision, reasonable attorney fees as determined on appeal.

**Arbitration:** Any dispute, controversy, or claim arising out of or relating to this Agreement will be settled by arbitration. The exclusive arbitration forum, and venue for any disputes, will be the Arbitration Service of Portland, Inc. in Portland, Oregon. Judgment on the award rendered by the arbitrator may be entered in the circuit court in the county in which the arbitration occurs, and the resolution of the disputed matter as determined by the arbitrator will be binding on the parties.

**Governing Law:** This Agreement will be governed by and construed in accordance with the laws of the state of Oregon, without regard to conflict-of-laws principles.

***PLEASE FILL OUT, DETACH AND RETURN TO SCHOOL***

**Acknowledgment and Receipt of  
Parent/Student Handbook 2019-2020**

I have received a copy of the Christa McAuliffe School of Arts and Sciences Parent/Student Handbook. I have read and understand the contents therein. By signing this document, I am agreeing to comply with the rules, policies, and regulations set forth by Christa McAuliffe School of Arts and Sciences.

Print PARENT Name: \_\_\_\_\_

PARENT Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Print STUDENT Name: \_\_\_\_\_

STUDENT Signature: \_\_\_\_\_

Date: \_\_\_\_\_