

## Student and Parent Policy Agreement

### The Elite Open School (EOS) Team

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All students have the support of their Elite Open School team to finish their course(s) with the best possible grades to build a competitive transcript for college applications.

1. **Mentor:** This is who makes sure students are on track to finish with the best grade possible.
2. **Onsite Teacher:** This is the teacher at the students' local Learning Resource Center who checks students' Study Guides and written assignments. This teacher helps accelerate student progress and reinforce study habits to maximize students' grade in the course.
3. **EOS Course Teacher:** This is who students submit all assignments to for an official grade. The EOS Course Teacher grades all student assignments and gives feedback.

### Best Practice Notice

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In order to maintain good work and to ensure satisfactory outcomes, both parents and students should be aware of how much time different courses will take. Below are approximate course durations:

**Core** - 70 to 90 hours (4 to 5hrs/week)

**Honors** - 90 to 120 hours (5 to 7hrs/week)

**AP** - 120 hours and above (at least 7hrs/week)

### Technology Requirements

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Students should NOT complete their coursework via a mobile device or tablet. Students must complete work on a desktop, chromebook, or laptop computer that meets system requirements gone over in Orientation

- Recommended Browser and Software: Google Chrome & Windows 10 or Mac OS
- Store PDFs of teacher-graded assignments in a Google Drive backup

### Grading Scale

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#### 1. Grading Scale

A: 90 - 100 (4.0 / 5.0)

B: 80 - 89 (3.0 / 4.0)

C: 70-79 (2.0 / 3.0)

D: 60 - 69 (1.0/2.0)\*

F: Below 60 (No credit)

#### 2. Grades will be calculated out of 100 points and are broken into 2 parts:

- Coursework grade will be out of 80 points
- Participation and Discussion will be out of 20 points\*\*
  - This includes: LRC Attendance and Participation in Discussions and Labs
  - These 20 points will be awarded by the LRC Mentor
- To calculate Final Grades, take the course grade % and multiply by 80, then add participation points.

For **non-honors/AP courses**, we use this 4.0 scale to convert letter grades into the GPA. (Ex. If student gets an A in Psychology, their GPA is 4.0)

For **honors/AP courses**, to calculate the GPA, you would add 1.0 to the GPA listed. (Ex. If student gets an A in AP Psychology, their GPA is 5.0)

\*EOS gives weighted points for a "D," but the UC system does not.

\*\*LRCs will determine the Participation grade based on student attendance and participation.

## Honor Code

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Tests and quizzes are **CLOSED BOOK**, so nothing other than the test or quiz should be opened while taking the test or quiz. Students who cheat or plagiarize assignments will receive a **ZERO** on the test or assignment. They will be required to speak with their mentor and the principal to continue their coursework.

**3 Strike Policy:** If students are caught cheating 3 times, they will receive an F in that course and will not be able to take another course until after submitting an appeal.

## Generative AI Policy

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Absent a clear statement from a course instructor granting permission, the use of Generative AI tools to complete an assignment or exam is generally prohibited.

Students may use generative AI tools (e.g., ChatGPT) to support early-stage thinking, such as brainstorming, exploring ideas, or preparing for discussions, but may not use AI to generate full assignments or responses for graded work unless explicitly permitted by the instructor. Students are responsible for the accuracy and originality of all submitted work. The unauthorized use of AI shall be treated similarly to an academic misconduct strike (see **Honor Code**). EOS course teachers have full discretion to determine whether AI use is appropriate in their courses and to accept, reject work, or report students for academic dishonesty based on that determination.

*By signing this contract, students agree to abide by each teacher's specific policies and understand that Elite Open School will support its instructors in enforcing these expectations.*

## Drop and Withdrawal Policy

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Students with 5+ courses can drop 1 course up until the last week of the semester. To maintain full time status, students must take a minimum of 4 courses.

If withdrawing from the school, families should directly contact the Mentor at the local LRC. *Any deposits or fees are non-refundable.*

**The general withdrawal policy is as follows:**

- **Withdrawing before start date: full refund**
- **Withdrawing 1-28 days after start date: a 75\$ non-refundable administration fee will be deducted from refund**
- **Withdrawing 29 days or more after: no refund**

## Extension Policy

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Students are given 18 weeks to complete a course. They have the option to extend to a maximum of 20 weeks total from start date without any charges. **Students should contact the LRC Mentor to request an extension** at least 1 week before the Course End Date. For **College courses**, no extensions past 16 weeks are allowed.

If a student needs more than 20 Weeks to complete a course:

- **FALL TERM:** If a student requires an extension of more than 2 weeks, EOS will be rolling that course over into the following semester. It is the student's responsibility to finish this one before starting on their next semester's course!

- **SPRING TERM:** If a student requires an extension of more than 2 weeks, EOS will charge a \$390 fee per course for that full course extension for the student to finish through the summer, as our Summer term is not a required (or included) semester. Pricing will vary based on your Learning Resource Center.

### **Grading Policy and Turnaround Times for EOS Course Teachers**

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Assignment Submissions: EOS Course Teachers will grade within 5 school days.

- Assignments submitted late within 7 days of the deadline will be accepted, but no feedback is provided.
  - Resubmissions allowed within a week of receiving grade
- Assignments more than 7 days late will not be eligible for feedback or resubmission.

Final Grades: EOS Course Teachers will post 1 week after the Course End Date (school days).

- Students who finish the course earlier than the End Date may receive their Final Grade sooner. Students should email the EOS Course Teacher to ask if it is possible to grade the remaining assignments and issue the final grade earlier.
- Contacting EOS Course Teacher: Students should contact EOS Course Teachers through email or the course portal.
- EOS Course Teachers will respond to student messages within 2 school days.
- If students do not receive a response or grade within 2 school days they should contact their EOS Mentor.

Group Work (i.e. Coding): For assignments that require a partner, students should work together during class time at their local LRC. If working remotely, students are not required to form groups--they may turn in work individually.

Grade to Date vs. Quality of Work: For core academic courses, students may see 2 grades: Grade to Date vs. Quality of Work.

- Students and Parents should use the Grade to Date as this is the grade that will be recorded on a student's transcript. Families should not rely on Quality of Work to accurately gauge student performance.

### **Marketing**

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Elite Open School prides itself in highlighting the accomplishments of our students, showcasing the vibrant community and educational achievements at our school while respecting their privacy. Students may be featured in marketing materials, including but not limited to college matriculation, standardized test scores, and extracurricular accomplishments, understanding that efforts, such as including only first name, last initial, and/or LRC location, will be made to reasonably maintain anonymity.

### **Troubleshooting Guidelines**

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When contacting Mentors, students should explain what they have done or tried already as well as include a screenshot or screen-recording of the issue.

### **College Course Policies**

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All College courses are one semester in length (16 weeks), but will count as a full credit. Students cannot redo Quizzes for College courses. Students may contact their teacher to request a redo, but please note that the teachers have the discretion to allow or disallow redos.

Extensions: There are no extensions for College Courses.

Drop Policy: Dropping a College course after the 28 day drop period will result in a W on the transcript from the university. However, it will not show on the Elite Open School transcript.

Final Grades: Teachers will issue Final Grades at the end of 16 weeks.

- Students who complete a College course (with a passing grade) will have 1.0 weighted credits on their EOS transcript. 1.0 weighted credits is equivalent to two semesters of an Advanced Placement class.

Turnaround Times for College Teachers:

- The turnaround time for teachers to grade work is 24-48 business hours and 1 week to submit final grades. If a student finishes early, their final grade will be finalized in the SIS within a week once the mentor inputs the Participation Points.
- If a teacher is not responsive or does not grade on time, the mentor or student must contact [support@tellibrary.org](mailto:support@tellibrary.org) or click the Get Help button in the portal.

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**By signing below, I acknowledge that I have read the policies and understand the expectations and requirements of Elite Open School.**

Student Signature	Student Name
Parent or Guardian Signature	Date