



2019-2020

## ADVANTAGES SCHOOL INTERNATIONAL

# Parent Student Handbook

### Welcome

We are so happy to welcome your family to Advantages School International. We are committed to doing all we can to help our students succeed. This handbook is designed to make the transition into our school as seamless as possible and to establish our working relationship. Please read through the information and keep the handbook as a reference throughout your enrollment with us.

### Mission Statement:

The mission of Advantages School International is to provide quality education to students anywhere, anytime.

### Core Values:

Accessibility, Collaboration, High Expectations, Community, Flexibility, Individualization



[AdvantagesSchool.com](http://AdvantagesSchool.com)

ASI is owned and operated by  
ADVANTAGES Digital Learning Solutions, LLC

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## Introduction

We believe all children can learn. We provide an alternative platform to meet the needs of our students in order to provide flexibility and individualization that is beyond compare. We believe in the continuous evaluation and assessment of students and staff to foster improvement. We also want to involve parents as partners in the learning experience. Together we achieve more.

Advantages School International was founded by three professional women with diverse educational backgrounds and a common vision. Our private school is successfully educating students in grades K-12 globally. Our students include families of veterans living overseas, expatriates, young professionals and athletes, struggling students, accelerated students, students needing supplemental coursework or credit recovery, homebound students, and any student who needs flexibility in their schooling. We have also developed an online student information system, which has become the backbone of our company: ASSIST Education, LLC. Think of ASSIST as the front office, ASI as the classroom, and Apex as the books. This manual will further explain all three.

## Benefits

Curriculum? Flexibility? Excellent teachers? It is impossible to say what is the biggest benefit to enrollment with Advantages, but we want to list a few.

The first would be curriculum offerings. Being online, we are able to offer over 300 courses. Courses are never dependent on number of enrollments or on the time of year. We provide all courses at any time to any number of students. All courses are based on the National Standards, so our students receive top-notch academics with a schedule that works for your family.

Flexibility is another benefit. There are no mandatory log in times or days. Students maintain a schedule that fits the needs of their family. Students can focus on one course at a time or take on a full course load. Teachers work with families to create a pacing chart to keep the students on track.

A third benefit is our excellent teachers. All of our teachers have advanced teaching experience and have been trained in online education. They share the “partnership” mentality and are excited to work with students and their families.

## School Personnel

The Teacher is responsible for providing an educational atmosphere where students have the opportunity to fulfill their potential for intellectual, emotional, physical, and psychological growth. This person is responsible for facilitating an instructional program that will result in students achieving academic success in accordance with Advantages' policies.

### Teacher Qualifications

- Bachelor's Degree with a minimum of 10 years' experience or a Master's Degree
- Online teaching experience valued
- Certified in relevant subject area
- Knowledge of students in a distance--learning environment
- Operational knowledge of the Internet and web--related technologies

### Evaluation Process

Teachers complete self-evaluations at the end of each course and annual evaluations are completed by Administration, with a follow up meeting with each teacher, as yearly contracts are reviewed.

## Contact Information

Jen Tynan  
Student Success Manager  
[jtynan@assisteducation.com](mailto:jtynan@assisteducation.com)

Sandy Gamba  
Head of School  
[sgamba@advantageschool.com](mailto:sgamba@advantageschool.com)

[www.AdvantagesSchool.com](http://www.AdvantagesSchool.com)



**AdvantagesSchool.com**

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## Computer Requirements

Our experience shows that, like most web applications, your machine should have:

- At least 4 GB of RAM
- A recent version of the browser
- Chrome is recommended over Firefox. Safari and Internet Explorer are least recommended.
- DSL internet connection or faster

We have phone support 24 hours a day. Our advisors have had intensive technical training and are able to solve most issues. However, for more technical questions, our technical support desk is open from 7 am to 7 pm PST. Please call 866.962.2677 or email:[support@assistededucation.com](mailto:support@assistededucation.com)



## Policies

### Refund Policy

Registration Fee is non-refundable. 50% Tuition is refundable within the first 5 days of enrollment.

### Progress Policy

Only through continuous communication and progress can students be successful in an online course. Within each course the instructor outlines the weekly minimum work requirements through the use of pace charts. These are agreed upon when the course starts. Students may, of course, work faster than originally projected on the pace charts. It is essential that the student and instructor maintain regular contact. To ensure that our students are aware of this commitment, the process outlined below will be followed:

- If the student does not submit the expected number of assignment(s) and/or log on within a period of seven (7) consecutive days, the student and parent or school will be notified via an internal and external email of his/her unacceptable pace for submitting assignments or participating.
- If the student does not respond to the first notification by submitting assignments within seven (7) days, the instructor(s) will make contact with the student again and parent or school, this time by a phone call and another internal/external email.
- If the student does not respond to the second notification within two (2) school days, the parents and/or partner school (along with the Academic Advisor) will be contacted and zeros will be added in the place of the missed assignments.
- If the student does not respond by submitting assignments within seven (7) days of the third notification and addition of zeros, the teacher will assume that the student does not intend to remain in the course. The student's name will be sent to the Advantages Administration to be dropped from the course. If a student is dropped, there will be no refund of monies paid for the course. A student may be re-enrolled after an interview and payment of \$50 at the complete discretion of the Advantages Administration.
- If a teacher does not notice the delay in a student's work, he/she must start at the first notification step. Students will have the ability to "make up" the assignments that had zeros added in the place of all missed assignments by either:
  - Working ahead and having time to make up the zeros slowly along the way, OR filing for a possible extension from the teacher at the END of the course when all other coursework is done according to the pace chart. Students will be granted extensions on an individual basis. Additional fees may be required.
  - Students should notify the teacher when a past due assignment is made up. All work that is made up (to change a zero) may carry a 20% penalty.
  - Students may request a delay in the pace charts by writing the teacher in advance. If there are extraordinary circumstances that prevent this advance notice, students may appeal the zero marks so the teacher, then teacher leader, and finally the Administration, if needed.
- If the student is at a school and is concurrently enrolled, the school may request the use of their policy in place of this one.



### **Plagiarism and Honor Code Policy**

Advantages' students are expected to conduct themselves in accordance with five fundamental values: honesty, trust, fairness, respect, and responsibility. Students are to act so that they are worthy of the trust bestowed on them by teachers and peers, conduct themselves honestly, and carry out their responsibilities with honor and fairness.

Cheating, stealing, plagiarism (passing off another's work, words, or ideas as one's own) and lying (including willful distortion or misrepresentation) are considered honor offenses. Cheating includes: copying another person's work and representing it as your own; acting contrary to the teacher's instructions regarding collaboration; seeking unfair advantage (examples of unfair advantage include reading other sources in place of the assigned work, use of notes on a test, getting exam questions from an earlier test taker, programming a calculator/iPad/phone for use accessing answers; and aiding or abetting another student in cheating).

Students who engage in academic dishonesty should expect serious consequences. At a minimum, students involved in breaches of academic integrity will receive a failing grade for the assignment with the possibility of a lower or failing course grade.

In addition, multiple incidents of academic dishonesty may be referred to the school administrator. Repeat offenders will be recommended for expulsion.

### **Course Extension Policy**

Students are enrolled for either 6 months or 12 months. If a student needs additional time to complete the courses, extra time may be added for an additional fee.

### **Digital Citizenship**

Students in the program will use technology in responsible ways: using technology to effectively communicate with others, participate appropriately in online discussions and interactions, and confidently use technology to enhance learning.

### **Payment Policy**

If a family elects to be on the payment plan, payments are due the first of every month. If two payments are missed, access to curriculum will be denied until account is paid in full. Transcripts will not be issued if account is not current.

### **NCAA Candidates**

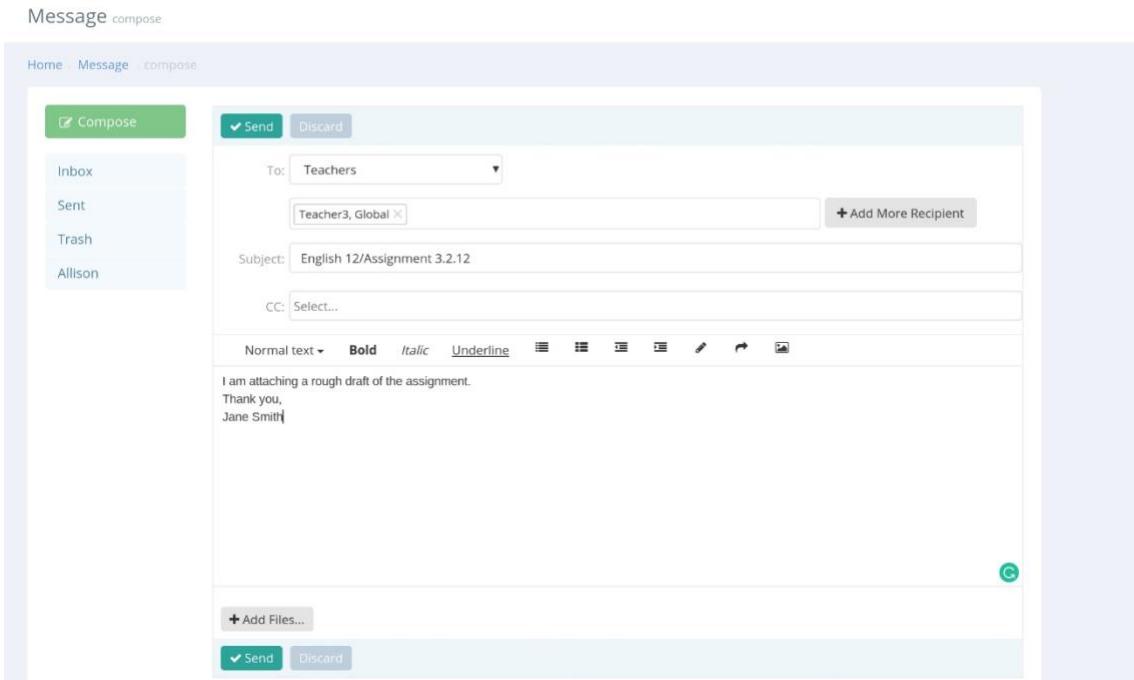
Students who are NCAA candidates must articulate with admissions that they are a student athlete and a NCAA candidate. This must be disclosed prior to enrollment.

## Communication

In order to be successful in the online world, students, parents, teachers and advisors must communicate frequently. Weekly progress reports are emailed every Sunday. If you have a question concerning the course or a grade, please contact the teacher directly. If there is an issue that will concern all of the teachers working with your child, contact the advisor. It is helpful for students and parents to be available periodically for phone calls made by the teacher.

Advantages teachers are required to answer emails and phone calls within one school day. If a teacher is not being responsive, please contact student support.

The same response is requested of the students. Students need to respond to all communication within one school day. Communication is the heart of online education. Students are expected to use appropriate grammar, spelling and punctuation in their correspondence. No "text talk" or vulgarity will be tolerated. Students MUST put course title and assignment title in the subject line of emails. Teachers will not return emails if the format is incorrect. The picture below shows an example of the appropriate email format.



## Grading Scale

If a student is working through a partner school, that school may set the grading scale if they inform the student AND the teacher within 5 days of the start of the class. Otherwise, the scale below will be used. All courses are either one credit or a half credit.

94-100 A

90-93 A-

87-89 B+

84-86 B

80-83 B-

77-79 C+

73-76 C

70-72 C-

67-69 D+

63-66 D

60-62 D-

0-59 F

## Grade Point Average

The student's Grade Point Average, or GPA, is based on a 0 to 4.0 scale. For example, earning a B in a course will earn the student a 3.00. See the grading scale listed above for the number of points earned for each letter grade. Partial points are earned for "plus" or "minus" letter grades such as a 3.70 for an A- or a 3.30 for a B+. The GPA is calculated by adding up all of the accumulated final grades and dividing by the total number of grades awarded. GPAs may be calculated at the end of a semester or grade level, and a cumulative GPA represents an average of all final grades the student has earned over the course of their degree program.



## Pacing

All courses are either one or two semesters long. Upon beginning the course, students will select a desired end date for the course. Teachers will create a pacing guide to keep the student on track to complete the course by that date. Students are able to accelerate or remediate courses based on individual need. The only time constraint is based on date of enrollment and is determined by either 6-month or 12-month tuition.

## Graduation Requirements

Two High School Diploma tracks are available: College Prep is for students preparing for admission to a four-year college. The General Studies track is for students seeking a High School Diploma and not planning on immediately attending a four-year college.

	College Preparatory	General Education
English	4	3
Math	4	2
Social Studies	3	3
Science	3	2
Physical Education/Health	2	2
Arts / Humanities	1	1
World Language	2	--
Elective	.5	--
Computer	.5	

### College Preparatory Requirements—Total of 20 credits

(A minimum of 5 credits must be taken with ASI to issue a CP Diploma)

Math: must include Algebra II

Social Studies: must include U.S. Government (.5 credit), Economics (.5 credit), and U.S. History (.5 credit)

Physical Education/Health: must include Health (.5 credit)

### General Education Requirements—Total of 13 credits

(Minimum of 3 credits must be taken with ASI to issue a GE Diploma)

Social Studies: must include U.S. Government (.5 credit), Economics (.5 credit), and U.S. History (.5 credit)

Physical Education/Health: must include Health (.5 credit)



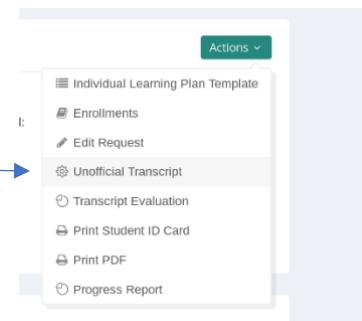
## Final Grades and Transcripts

Teachers are required to post final grades within 3 school days of the student completing his/her final.

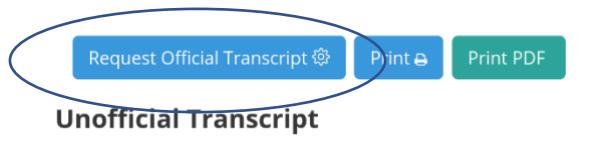
Two official transcripts will be issued per student upon request. There is a \$5 charge for additional transcripts. Transcripts need to be requested by emailing transcripts@AdvantagesSchool.com Please list the specific addresses to which you wish the records to be mailed. Transcripts may take up to three weeks to process and student account needs to have a zero balance. transcript.

Students can request additional transcripts through their portal.

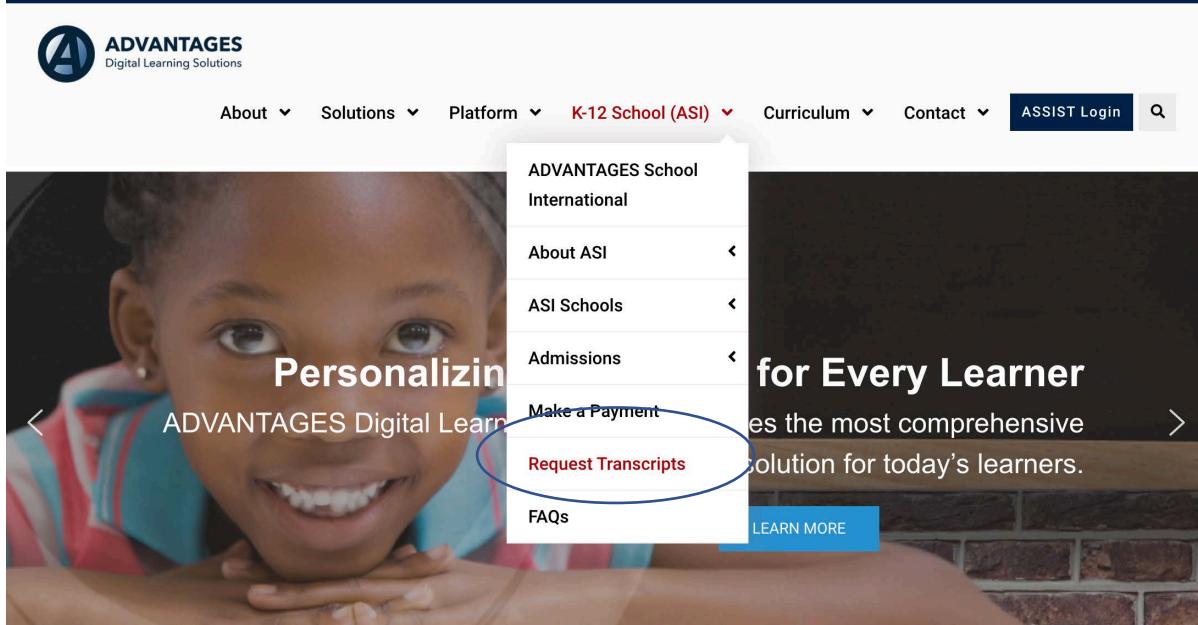
From your profile, click on the Actions menu and select Unofficial Transcript.



When your Unofficial Transcript opens, you will see the option in Blue to Request an Official Transcript.



Students can also request final transcripts through our website: [www.advantage-dls.com](http://www.advantage-dls.com). Click on K-12 School (ASI) at the top and select Request Transcripts.



## Sample Transcript



Advantages School International  
ASSIST Demonstration School  
3886 Mayberry Drive Suite F  
Reno, NV 89519,  
CEEB CODE: 279007

John Campbell  
3718 Simon Avenue  
Reno, Nv 89519

Course	Credit
<b>GRADE 9th</b>	
Algebra I	1.0
Cybersecurity	1.0
English 9	1.0
Geography	0.5
Health Science	0.5
Physical Education	0.5
Physical Science	1.0
Spanish I	1.0
<b>GRADE 10th</b>	
Biology	1.0
English 10	1.0
Geometry	1.0
Spanish II	1.0
World History	1.0
<b>GRADE 11th</b>	
Algebra II	1.0
Chemistry	1.0
English 11	1.0
Health Opportunities Through Physical Education	1.0
<b>Grading Scale</b>	
A = 94 - 100	C = 73 - 76
A- = 90 - 93	C+ = 77 - 79
B = 84 - 86	C- = 70 - 72
B+ = 87 - 89	D = 63 - 66
B- = 80 - 83	D+ = 67 - 69
	D- = 60 - 62
	F = 0 - 59
	IC = 0 - 0
	P = 0 - 0

## Official Transcript

Student Name: John Campbell  
Student Number: 30162  
Date of Birth: 10/10/2008  
Home: 3718 Simon Avenue  
Reno, NV 89519  
Academic Track: College Preparatory Track  
GPA: 3.66  
Weighted GPA: 3.66  
Graduation Date: 12/31/2018

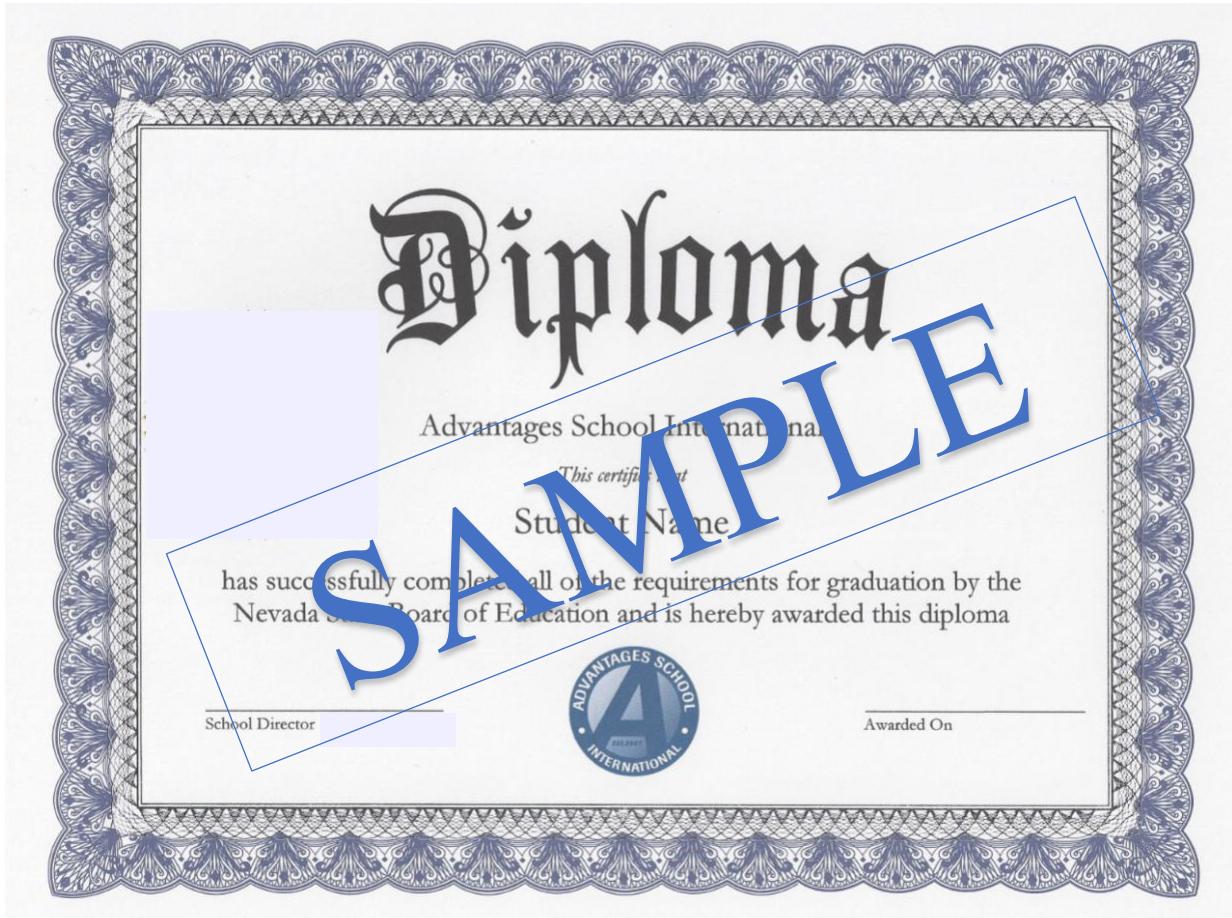
Course	Credit	Grade
<b>GRADE 11th</b>		
Music Appreciation	1.0	A
U.S. History	1.0	A
<b>GRADE 12th</b>		
Bridge Mathematics	1.0	B
English 12	1.0	A
U.S. Global Economics	0.5	B
U.S. Government and Politics	0.5	
<b>IN PROGRESS SECTIONS</b>		
Section	Status	
<b>SATISFACTION OF PROGRAM</b>		
Requirements	Required	Completed
Elective	1	1
English Language Arts	4	4
Mathematics	4	4
Physical Education / Health	2	2
Science	3	3
Social Science	3	3.5
Visual and Performing Arts	1	1
World Languages	2	2
<b>Total credits</b>	<b>20</b>	<b>20.5</b>

## TRANSCRIPT

Mariam Purcell  
Registrar 03/09/2019

Advantages School International  
ASSIST Demonstration School  
3886 Mayberry Drive Suite F  
Reno, NV 89519,  
mpurcell@assisteducation.com  
1(866) 962-2677

## Sample Diploma



## ASSIST

### What is ASSIST?

ASSIST is the “gateway” to your classes. This is where your information, enrollments, and transcripts are held. For a video overview on how to use ASSIST, please visit the following link: [ASSIST Overview Video](#).

Your administrator will provide you with login credentials. The website for access is: <https://portal.assisteducation.com/>

Once you login, you will see your dashboard which will look similar to this example:



### Accessing Digital Courses from ASSIST

To access your specific courses, scroll down until you see “My Schedule” as shown below. Note: specific instruction on digital courses will be provided from your school. Click on Access Course to access your integrated courses through Apex.

**MY SCHEDULE** Print 

**In Class Sections**

Period	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
	No matching records found						

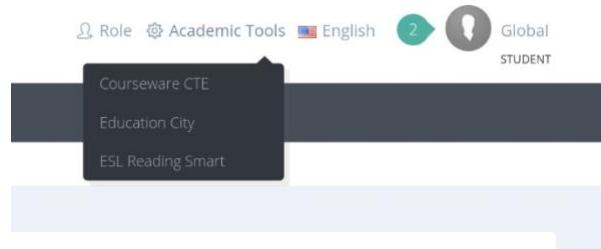
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**Online Sections**

Section	Teacher	Course	Start Date	End Date	Actions
English 11 (2019)	Ono, DanielaBadra, LucianaBohannon, Kerry	English 11 (2019)	01/18/2019	01/17/2020	<a href="#">Access Course</a>
English Foundations II (2019)	Ono, DanielaBadra, LucianaBohannon, Kerry	English Foundations II (2019)	01/18/2019	01/17/2020	<a href="#">Access Course</a>

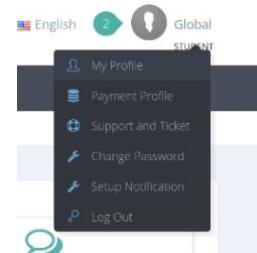
## Accessing Non-Integrated Courses

To access your non-integrated courses (those outside of Apex), click on Academic Tools at the top right of your screen. From here, you will see the additional platforms which house your courses.



## Checking Your Course Progress in ASSIST

On your homepage, click on your name at the top right, and from the drop-down menu select My Profile.



From your profile, you can see each of your current classes listed at the bottom of the page. (To see past courses, uncheck the box for Current Enrollment Only.)

Home · Student · Global Student3 · view

Actions ▼

Student Information

	Name: Global Student3	Student ID: 30034	Track: College Preparatory Track
Gender: Male	Status: Active	Grade Level: 9	
Email:			

Parent information

Email Mother: globalparent3@assist.com	Enrollment Date: 02/08/2019
Phone Mother:	Transfer Student: Demonstration School,

Performance ▼ My Schedule Individual Learning Plan Student File Comments & Documents Medical Attendance

Current Enrollment Only

View 20 ▼ recordsFound total 7 records Page ◀ 1 ▶ of 1

Section	Teacher	Grade	Credits	Outstanding Activities	Certificate
Biology	Teacher3, Global	<input checked="" type="checkbox"/>		0/0	
English 10	Teacher3, Global	<input checked="" type="checkbox"/>		0/0	

Click on the class name to see a summary of your progress in the course. The summary will show your overdue activities, grade to date, and overall percentage of completion. You can also see a snapshot of each unit's grades.

SUMMARY	
Overdue Activities	34
On Sched	12.8 %
Quality of Work	71.4 %
Grade To Date	7.5 %
Overall Percent	2 %
Final	
Summary	
Unit	Grade
Unit 1 (245)	38.5
Unit 2 (350)	0.0
Unit 3 (350)	0.0
Unit 4 (350)	0.0
Unit 5 (350)	0.0
Unit 6 (200)	0.0
Unit 7 (350)	0.0

### Parent Access

The parent portal, as seen below, allows parents access to information about their students' information, courses, and due dates. To view an instructional video on using the Parent Portal, please click on the following link: [Parent Portal Video](#)

Toggle between multiple students

View student's information and see their progress

See students' upcoming due dates

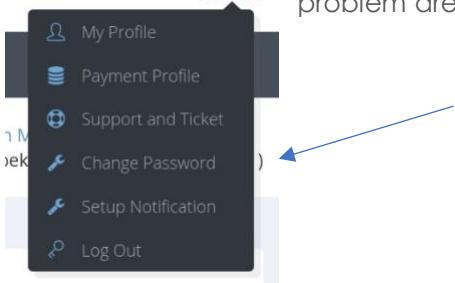
### Support with ASSIST

On your homepage, you will see your ASSISTant in the lower right corner. Click on the picture for guides on how your portal works and step-by-step walkthroughs on features.



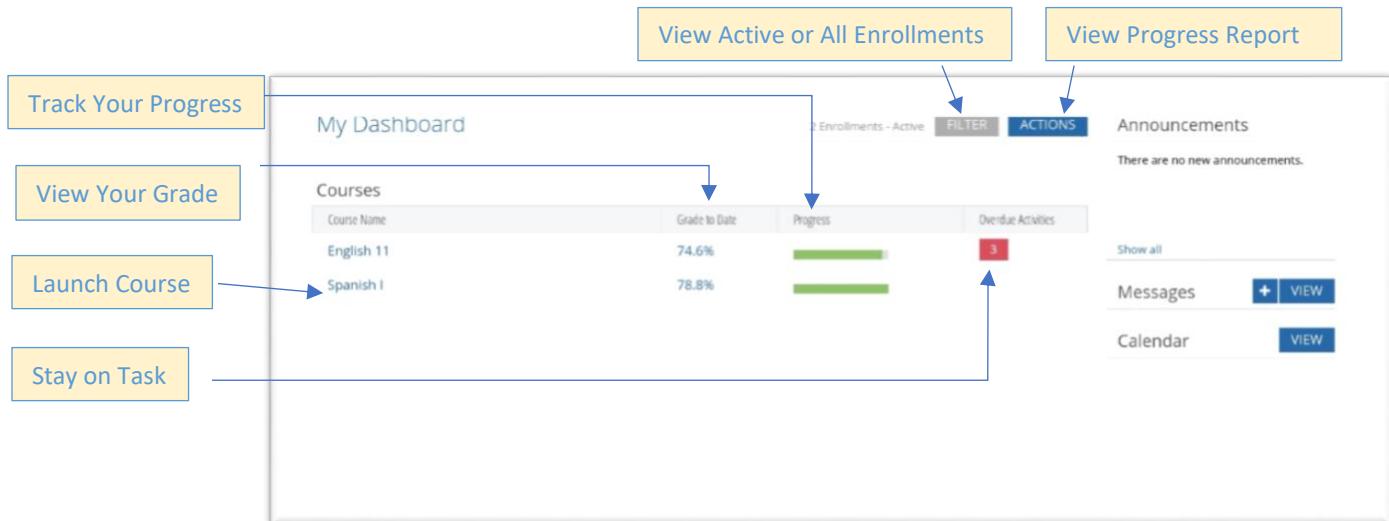
### Sending a Help Ticket

On your homepage, click on your name at the top right, and from the drop-down menu select Support and Ticket. From here you can send a help ticket about the specific problem you are having with the system.



## Using Apex

Apex is our main curriculum and is accessed through your ASSIST account. (See above for detailed instructions.) To view an instructional video on using Apex, please visit the following link: [Student Overview](#) Once in Apex, you will be able to access all of your assigned courses. Here is what your dashboard will look like.



## Communication Tools in Apex

From The Messages screen you can do the following:

1. View new and old messages

My Dashboard

2 Enrollments - Active **FILTER** **ACTIONS**

Courses

Course Name	Grade to Date	Progress	Overdue Activities
English 11	74.6%	<div style="width: 74.6%;"></div>	<span style="background-color: red; border-radius: 50%; padding: 2px 5px;">3</span>
Spanish I	78.8%	<div style="width: 78.8%;"></div>	

Announcements

There are no new announcements.

Show all

Messages **+** **VIEW**

Calendar **VIEW**

2. Send a message to your teacher or submit an assignment. When you submit an assignment, you click the box labeled "Submit Homework," and use the pull down menus to select the course and activity. Then, click browse to find the correct assignment file on your computer to send to your teacher.

### New Message

To: Global2 Teacher

Subject: Biology 1.3.3

Message: Activity Attached

Submit Homework

Course: Biology (S5025631)

Activity: 1.3.3 Lab: Scientific Method

File: Biology 1.3.3.pdf

**SEND**

## Key Information Summary

- Always respond to your teacher and advisor within one school day
- Always use academic language when communicating with teachers, classmates, and administration
- Use the proper email format
- Log in regularly; failure to do so may result in zero scores on assignments and eventual dropping from the course
- Use academic integrity, as explained in the honor code
- If any problem arises, contact your academic advisor or your teacher

