Section 10 – Policies and Procedures

Policies and Procedures

Through the Edmentum LMS used by Fifth Arrow, ongoing and up to the second data provides continuous evaluation of a student's progress, participation, and performance. Performance requirements will be established for these three areas. Setting specific start and end dates for pace, minimum assignment performance levels, and weekly minimum online activity requirements have been proven to contribute to online education success.

While online instructors are in the process of monitoring their assigned students they will be looking for certain indicators to identify lack of student success. The LMS and SIS provide up to the minute feedback on a student's progress, academic performance, and amount of online activity directly related to the student's online course objectives. Implementing current best practices in Response to Intervention, instructors will make instructional adjustments as deemed appropriate for the individual student.

Parents/guardians and other approved stakeholders will receive regular communications on their student's academic performance, online attendance, and progress through their online courses. In addition to having regular access to their student's online course information, regular progress reports will be sent to the student's parent/guardian monthly or more often if requested by the parent/guardian.

If an instructor determines that a student is not performing at academic minimums, not logging into their online courses regularly, or not maintaining adequate progress to complete by their end date, the instructor will confer with the parent/guardian to work through issues that may be preventing the student from being successful.

After conferring with the parent/guardian, the instructor will develop an Academic Improvement Plan that will include the following:

- A summary of primary findings and conclusions from the conference
- Specific plan objectives and outcomes as agreed to by the student, parent and teacher.
- A specific time for follow-up review.

Students who continue to show a lack of academic success after the Academic Improvement Plan review will be required to participate in a formal Fifth Arrow evaluation meeting with administration, the student's online teacher(s) and the student's parent/guardian. Other appropriate stakeholders may be in attendance as needed. These additional stakeholders may include special education, counselor, psychologist, or any other outside parties as requested by the parent/guardian or the student if over 18 years of age.

The primary intent of the program evaluation meeting will be to determine if online education is the appropriate placement for the student. Administrative actions at the conclusion of the meeting may include:

- A reduction in the student's online course load
- Requiring the student to attend the campus-based school for academic support
- Providing the student with a campus-based schedule for courses that may be too difficult to do online
- Requiring the student to attend the campus-based school full time

Formative Assessments

A sequence of formative assessments are embedded in each Edmentum course that are completed and submitted online by the student. The performance on these formative assessments will provide the teacher ongoing feedback on a student's overall academic performance. The data observed by the teacher will empower him or her to appropriately respond to each student's individual needs. After reviewing the formative assessment results, the teacher can determine any follow up actions to take to support the student. If needed, these options may include synchronous or asynchronous remediation of the lesson objective with an additional assignment, a course retake for the student, or sending the student an alternative assignment in place of the one provided in the online content.

Monitoring/Ensuring Student Academic Progress

After enrollment, a student's academic performance will be monitored during the 45-day screening process required by the state for all new online education enrollments. In addition to the regular 45-day screening evaluation requirements, the student's transition to online learning will also be observed by the teacher. During this observation an initial determination will be made of the student's ability to be successful in an online education environment. Moreover, the screening process will also include an online education orientation, which will allow students to familiarize themselves with Fifth Arrow's procedures and expectations and the Edmentum LMS.

Response to Intervention

In order to provide effective, appropriate, and ongoing support of Fifth Arrow students, teachers will implement effective Response to Intervention (RTI) strategies. The RTI framework consists of a three-tier system that incorporates assessment and intervention at each level. Using RTI as a guide, Fifth Arrow will identify students showing lack of progress, low academic performance, and/or inadequate participation. Teachers will use academic performance data to respond to a student's individual needs by providing research-based interventions, thus fostering student achievement and reducing behavior problems that may become a barrier to online success.

Academic Integrity

In order to establish academic integrity for Fifth Arrow students and courses, minimum benchmarks on mandatory lesson submissions, supplementary coursework, midterm exams, and final exams will be established. Students not performing at a specific predetermined academic performance level on a lesson activity will be required to retake the lesson until they reach the anticipated performance level. The option to study the lesson content and retake the exam may be an option for students that do not achieve the prescribed minimum score on a midterm. If the student still cannot reach the required minimum score, they will be required to take an instructor initiated alternate exam. The alternative exam will only be provided after the student completes a specific set of remediation assignments. In accordance with ARS 15-808, if the academic achievement of a student declines while he or she is participating in online instruction, the student's parents, teachers and the principal or head teacher of Fifth Arrow shall confer to evaluate whether the student should be allowed to continue to participate in online instruction.

To ensure the academic integrity of pupils who participate in online instruction, Fifth Arrow will establish multiple diverse assessment measures and the proctored administration of required state standardized tests. Additionally, to ensure academic integrity, all end-of-course exams will be proctored at the campus-based site by an approved Fifth Arrow remote site, or an approved remote proctor.