

Odyssey Academy Handbook



A ministry of
Odyssey Learning Services, Inc.

Odyssey Academy is a full-service educational institution under
the leadership of



ODYSSEY ACADEMY



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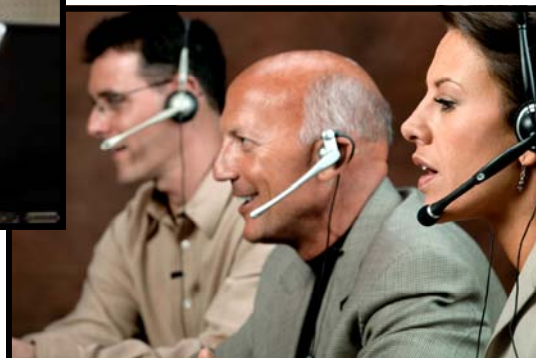


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Welcome to Odyssey Academy



Dear Parents,

As you begin your school year, we ask that you read the Academy Parent Handbook and necessary Program Guides. The handbook describes general policy information, while the Program Guide describes information that is specific to LIFEPAC, Horizons, and Switched-on-Schoolhouse (SOS) curricula. Become familiar with the contents of these documents and keep them handy for reference throughout the school year.

Please notify us if there is any change in address, phone number, or e-mail so we will always be able to contact you. Our goal at Odyssey Academy is to assist you in providing a quality education for your student.

We are excited about our partnership with you in your student's education. Be sure to let us know if you have any questions.

Sincerely,

The Staff at Odyssey Academy

Administrative Information

Our History

Odyssey Learning Services began in 1979 as a ministry to Christian schools providing educational services to churches desiring to start Christian schools. Odyssey Learning Services established Odyssey Academy in 1984 as an additional service to those families who wanted to home school, yet still desired the teaching and support of an educational institution. The mail correspondence program originally used a paper-based product for many years.

In 2001, Odyssey Learning Services partnered with Odyssey Publications, a well-known Christian curriculum publisher. Odyssey Publications was looking for educational specialists with 25 or more years of experience and we were looking to use technology as a tool to better connect our teachers with our students. Odyssey's goal was to introduce their award-winning Switched-On Schoolhouse© (SOS) multimedia curriculum into the Christian school market. Because Odyssey Learning Services had been working with Christian schools, in addition to home school families for 25 years, we both determined that we would mutually benefit one another.

That same year 2001, AOP introduced the first version of their networked Switched-On Schoolhouse© (SOS) multimedia curriculum to the school market. That same year, Odyssey Academy became the first non-AOP correspondence program nationally to begin using Switched-On Schoolhouse in an on-line environment. Thus, the use of AOP's technology has grown monumentally since.

Because of our early adoption of the AOP technology, Odyssey Academy has had opportunity to impact the improvements over the past years. The first version, 1.0, has now been replaced by two additional upgrades. The Windows compatible version, SOS 2.0, was released in 2003. Each year we have opportunity to provide feedback to Odyssey who in turn upgrades their product, so that now it is the most technologically advanced interactive and multi-media enriched software in the Christian market. We are pleased to have been a part of its roots and foundational development. We truly believe it is the best academically sound, educational technology available today.

Odyssey Learning Services (DBA Educational Service Providers) continues to offer support and services to Christian schools and home schools. As a partner with Odyssey Publications, we can offer expert advice and counsel both educationally and technologically.

Odyssey Academy provides a flexible yet structured program, customized to meet the needs of each student. Our degreed teachers, counselors, and support staff are here to help you succeed in providing a quality education for your student.

Thank you for allowing us to partner with you!
You are in good hands!

Statement of Faith

- We believe that both the Old and New Testaments are the inspired Word of God, revealing the three Persons of the Godhead: Father, Son, and Holy Spirit.
- We believe in the incarnation and virgin birth of our Lord and Savior Jesus Christ as true God and true man.
- We believe that man was created in the image of God, but is separated from God by sin.
- We believe that man is redeemed by grace through faith in Christ's vicarious atonement for sins, by the shedding of His blood on the cross.
- We believe that the gift of eternal life is available to all men, that those who receive Christ by faith are regenerated by the Holy Spirit and thereby become children of God.
- We believe in the bodily resurrection of Christ, His imminent return, and the resurrection of His people to life everlasting.



Mission Statement

Odyssey Academy (OA) is committed to providing the highest quality Christian education through personalized teacher support.

General Information

Frequently Asked Questions

Is OA accredited?

Yes. The Academy is the National Association of Private Schools.

Our curriculum has arrived—what do we do first?

Check your curriculum order and read this Parent/Student Handbook. This handbook should address most of your questions and concerns. If you are using Switched-On Schoolhouse, use the Student Distance Learning Quick Start Guide included with your shipment along with the Simplified Instructions sent by e-mail for installation instructions. You must also download, and read the SOS Reference Guide from the Academy website (odysseyacademy.com). This will provide further detailed installation instructions and teach the functionality of Switched-On Schoolhouse.

How much time does my student have to finish the school year?

Courses are designed to be completed in 180 days, which is about nine months. Students have up to one calendar year (12 months) to complete one school year's course work. If a course is not completed within 12 months, the student may be permitted to re-enroll in the same course in the next term in order to complete it and receive full credit. A semester is 90 days, or approximately three months. Students enrolled in a one-semester course will have up to 6 months to complete the course.

How fast can my student work through the curriculum?

While there is flexibility to doing schoolwork at home, the Academy requires approximately 180 school days of instruction for each school year. It is especially important to meet these requirements at the high school level in order to receive credit. Students can complete their courses over a shorter period of time by occasionally doubling up on the hours of study, working on weekends, or adding a summer session.

I'm not able to help my student master academic concepts—what should I do?

At the standard level of service, the parent may call the Academy for occasional academic assistance. If frequent, ongoing assistance is needed, the parent may sign the student up for our Personalized Tutoring Option. The Tutoring Option provides a personalized hour with the teacher during which time the teacher will discuss with your student what areas in which your student may be having difficulty. Questions will be clarified and foundational concepts reviewed in order to help the student overcome any obstacles.

How often should I check my student's progress?

Because your involvement is critical to your student's success, we expect your daily review of your student's progress. Even with self-instructional curriculum, parents can be essential in actively assisting the student throughout each lesson.

Does the Academy offer achievement testing?

Yes. The Academy offers our students the Measurement of Academic Progress (MAP) test through the Northwest Evaluation Association (NWEA). MAP is a nationally-normed and widely used achievement test delivered to Academy students through their home computer. View pricing at www.odysseyacademy.com.

The MAPS test is scheduled upon admission in the first year (after the counselor consultation, while you are waiting for curriculum), in order to provide a baseline of comparison. Thereafter, it is scheduled near completion of each year's program.

Do you know my particular state's distance learning requirements?

Some states view enrollment in any form of distance education as "home-schooling". Parents are responsible to know or be familiar with the education laws in their home state and how enrollment in Odyssey Academy is viewed by their state. You may view your state's home school regulations at:
<http://www.hslda.org/laws/default.asp> .

How does the content of the SOS curriculum compare to LIFEPACs?

SOS originally drew from the LIFEPAC curriculum. SOS authors and editors have since updated the content, rewritten sections, and enriched the material with multimedia presentations.

Can I use other curriculum?

All students must use OA curriculum. High school students may, for an additional fee, include outside courses. Outside courses must be pre-approved by a counselor and not be offered in OA's course offering.

Will your program prepare my student for college?

Odyssey Academy's college preparatory course of study is designed to prepare students for entrance into most universities and colleges. Because each college or university has its own entrance requirements, the student or parent will want to consult with the chosen school(s) to tailor a high school program which meets specific requirements of that institution.

Will the credits be accepted if my student transfers to another school?

Odyssey Academy's transcript is accepted by most high schools; however, each school can accept or reject any transfer credits. If you anticipate a transfer to a local high school, we recommend that you contact the high school. Verify that all credits earned while in the Academy will be accepted towards graduation.

When do we get a transcript with my student's high school credits and GPA?

When your high school student transfers from the Academy, we will, upon written request from the parent or school district, supply the new school with an official transcript. When your high school senior graduates, we will send an unofficial transcript to you. We will forward free of charge up to one official transcript to any college(s) upon written request only. Thereafter, charge is \$15.00

Will my Internet filter cause any problems with sending school work?

If your internet service provider allows you to set a filter, you may need to contact them if you have trouble connecting. Third-party software filters should work satisfactorily with the Academy's distance learning software.

Does my student have to be connected to the Internet while doing schoolwork?

If you are using Remote Access, you need to be connected to the Internet to do your schoolwork. If you are using the Synchronization option, you may do schoolwork offline; you only need to connect when synchronizing. This must be done at the beginning and at the end of the school day.

What should I do if my student misses a scheduled day of work? Do we need to notify the Academy?

One of the benefits of educating in the home is the flexibility of the schedule. The parent has the freedom to change the student's schedule when it becomes necessary. Parents do not need to notify the Academy of a school day that has been missed. If the student will not be working for a week or more, we recommend informing the Academy.

What can I do to improve my student's penmanship if we decide to use SOS?

Projects can be completed on paper for writing practice. Then students can type their work into the SOS project page. Penmanship courses are also available from Odyssey Academy for additional writing practice. Order from our shopping cart at: www.odysseylearningservices.com .



Relationship and Responsibilities

Our Responsibilities

Our relationship is based upon a mutual understanding of the goals and responsibilities of Odyssey Academy and those parents with whom we have the privilege to provide our service.

Odyssey Academy Responsibilities:

Helping them fulfill their God-given responsibility to educate their children,

Accepting students at their current skill level,

Prescribing a suitable course of study from the results of the placement testing,

Supplying the curriculum needed for the courses,

Supporting parents with quality technical, administrative, and academic assistance,

Evaluating, grading/reviewing, recording, and reporting student achievement in a timely manner, and

Issuing a diploma upon successful completion of all OA graduation requirements.

Parental Responsibilities:

To communicate with the school, at all times, regarding questions, placement or curriculum knowing that they must follow up if they have not heard back from the school within 2 days,

To know, and abide by the homeschooling laws of their country, state, and local county. Go to www.hslda.com for a brief description of state laws and the corresponding website and e-mail address of the homeschooling associations,

To read and become familiar with the Switched-On program and teacher's manual,

To pay the tuition according to the terms,

To be responsible for installing the software and organizing the initial setup, including the setup of the school calendar, password protecting the Teacher Mode, and enabling the 'lesson plan',

To ensure the student(s) routinely links up with the Academy each morning and afternoon,

To guide and motivate the student to complete the assigned work on a daily basis,

To supervise their student(s) in such a way that maximum learning and achievement may take place,

To help keep the communication lines open by letting the Academy teachers know when your student is struggling or is frustrated, and

To **require** the student to observe rules for online etiquette and behavior:

Parents' Agreement

(The Parent Agreement is either accepted online or signed and returned to the Academy at the time of registration. A copy is printed here for your reference.)



As the parent/guardian of a student registering with Odyssey Academy, I understand and agree to the following:

1. We/I understand that the term of this Agreement is for 12 months, or the end of the Summer Term, whichever comes first.
2. We/I understand that my student is expected to complete the assigned program of study within the assigned timeline as indicated in my student(s) lesson plan found in the Student Application Lesson Plan tab. If it is evident my student(s) cannot, I will immediately contact the Admin office.
3. We/I acknowledge that the Switched-On Schoolhouse curriculum is written from a Bible-centered, Christian worldview in accordance with the published statement of faith.
4. We/I will read the Parent/Student Handbook and will abide by all policies and procedures therein.
5. We/I understand that acceptance of high school credit is always the decision of the receiving school. I also understand that transfer of credit to all public or private schools cannot be guaranteed.
6. We/I understand that Odyssey Academy is a home school distance learning program with OA teachers overseeing the work but the primary oversight falls to the parent as proctor. Therefore home school laws will apply. We agree to comply with the home school laws presiding in our state. (Go to this link to determine your state law: <http://www.hslda.org/laws/default.asp>.)
7. We/I understand that in a distance learning setting, it is my responsibility to guide and motivate my student(s) to follow and complete the assigned course of study.
8. We/I understand that the work my student submits to the school must be his/hers solely. Tests and quizzes will be completed by my student independent of any other resources (e.g., answer keys, lesson text, written notes, "coaching," etc.).
9. We/I understand the necessity that we to take every precaution to prevent student fraud or plagiarism. I also understand and accept the consequences as set forth in the Parent-Student Handbook should fraud or plagiarism occur. I pledge to secure our Parent DL password and will change it at least every two weeks to ensure protection.
10. I understand that the registration fee is nonrefundable once it has been processed, regardless of placement test results.
11. I will ensure that my student submits work on a regular basis to allow for ongoing oversight by school personnel. I understand that, if I choose to connect through synchronization, my student should connect to the school's servers before and after coursework is completed each school day.

12. I will make a tuition payment before curriculum is shipped and the remaining payment as scheduled. If paying by installment with a credit or debit card, I understand that the remaining payment(s) will be automatically charged to that same card on the due date, unless payment is received at least two weeks prior. The credit card on file must not expire within 12 months or before the beginning of the Summer Term.
13. I understand that the school reserves the right to cancel enrollment at any time due to non-payment of fees, unsatisfactory progress, program abuse or plagiarism, or failure to follow school policies and procedures.
14. I have read and understand the cancellation and refund policy. If I choose to cancel or withdraw my student(s), I must notify the school in writing or by e-mail.
15. I understand that the school does not discriminate on the basis of race, color, or national origin.
16. I will comply with the requirement that my student's Achievement Test results will be submitted upon enrollment and each year thereafter by August 1st.

I have read the previous information and understand and agree to all points.

(Above is the Agreement you signed upon enrollment and which is on file with the Academy Administration office.)



Relationship with Your State

Depending on your state's educational laws, distance education may be qualified as "home education" and subject to the home-school laws of your state. In other states, the accreditation of Odyssey Academy will allow it to qualify under "private school" educational laws. In either case, it is the parent's responsibility to check with your state Department of Education and see what your requirements are.

Odyssey Academy is not responsible for tracking each state's requirements. To research your state law go to: <http://www.hslda.org/laws/default.asp>.

Enrollment Policies

Enrollment Process

1. Download the Odyssey Academy Application at www.odysseyacademy.com. You will need Adobe Acrobat Reader to complete the form by computer. Complete the application and e-mail the forms to: registrar@odysseyacademy.com .
2. Fax or mail the Odyssey Academy Payment Transmittal Form. Also, include your student's most recent achievement test scores and immunization records.
3. Upon receipt of your child's application, you will receive a "Welcome" e-mail detailing specific policies and an indication of the status of your application.
4. If your student requires placement testing, upon receipt of your registration payment, your student will receive log-in information to the Odyssey Academy On-Line Placement Testing.
5. It is your responsibility to provide a quiet environment for your child to concentrate. Allow approximately two days for the testing. Two half-days for younger children. Exact length depends on student's grade and diligence.
6. Upon completion, send an e-mail to: registrar@odysseyacademy.com to inform our counselors that your student has finished the placement test.
7. Upon receipt of your notification e-mail, your academic advisor will review your student's permanent records and evaluate the placement test results. A course of study will be prescribed to meet your child's individual need.
8. The SOS Distance Learning Application CD and Curriculum CDs will be shipped directly to your door. Installation instructions and log-in information for the on-line curriculum will be sent both by e-mail and with your shipment.
9. Install the software per the DL Quick Set Instructions. Call Technical Support (800-735-4193 between the hours of 7:00 a.m. and 5:00 p.m. Mountain Time). Be sure to remember the parent log-in information.



Non-Discrimination Policy

Odyssey Academy admits students of any race, ethnic origin, gender, creed, or nationality. The Academy does not discriminate in employment opportunities or practices on the basis of race, ethnic origin, gender, creed, nationality, age, disability, or any other characteristic protected by law.

Conditional Enrollment/Probation

When there has been a history of technical difficulties, especially where lost work occurred, students may be enrolled conditionally to determine the compatibility of our system with the student's. Conditions must be followed closely in order to remain enrolled. Conditional enrollment may also occur if the Academy questions whether our program would be suitable for a particular student or situation, if initial placement test results are inconclusive, or if there is a poor payment history.

It is the parent's responsibility to contact the Academy Administration should technical issues continue to be unresolved over a period of time with or without the help of Technical Support. Failure to do so may result in placing the student on probation or even expulsion due to lack of parent supervision.

Students, along with their parents, who do not follow the various Academy policies risk being placed on probation, either "academic" or "behavioral," depending on the nature of the problem. Specific conditions accompany each probation period, and the conditions must be followed or the student's enrollment status will be re-evaluated.



Achievement Testing

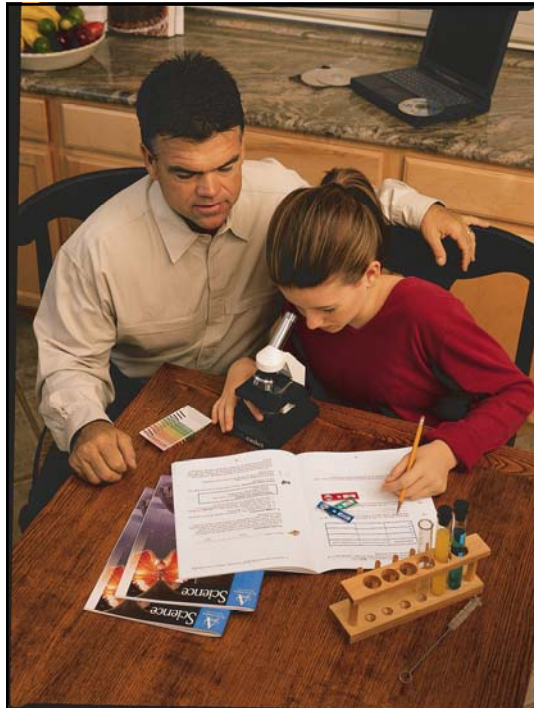
Odyssey Academy is pleased to offer the Measurement of Academic Progress (MAP) test through the Northwest Evaluation Association (NWEA). MAP is a nationally-normed, nationally accepted achievement test delivered to Academy students through their home computer. See the Odyssey Academy pricing at: www.odysseyacademy.com

Students are tested over Language Usage, Mathematics, and Reading at the beginning of their first year of Academy enrollment and annually thereafter. Testing for new students is scheduled prior to receipt of the curriculum, when possible. Most continuing students are tested in the spring when the majority of their school year has been completed.

Please go to <http://www.nwea.org/assessments/> for further information about the MAP test.

Re-Registration and Re-Enrollment

Odyssey Academy requires re-enrollment at the beginning of each standard school year. Typically, the new school year begins the day after Labor Day. Re-enrollments will receive a discount if re-enrollment is received or postmarked by August 1st. To re-enroll, download the re-enrollment form at: www.odysseyacademy.com. Remember that tuition covers curriculum costs as well as services, so do not purchase curriculum ahead of time.



Summer School

Summer school is free of charge for all students who have been previously working in assigned coursework during the previous standard nine-month school year, unless new subjects will be assigned. All new subjects will be assessed standard tuition fees. The Administration fee will not apply. Odyssey Academy graciously allows students to complete their courses during the nine week summer term, and hopes students and parents will choose to do so.

Prior to the last day of the 4th quarter, students who did not complete their assigned courses during the standard school year must notify the Academy Administration office to register for the summer term.

Academic Program

Available Curriculum/Courses

Odyssey Learning Services serves as the regional representative and educational consultant Alpha Omega Publications school market. Refer to “Our History” in the Administrative Information section of this handbook to gain an understanding of our expertise. Because of our partnership with Alpha Omega, we choose to use their entire curriculum line. The available product lines are: Switched-On School-house Distance Learning, LIFEPAAC, and Horizons in addition to all electives.

We are confident of the ability to meet the needs of a diverse population of students and are also confident of the superior academic quality of their product lines. Odyssey Academy will allow use of other curriculum only if we do not carry a like product.

Parents are certainly welcome to incorporate other fine supplemental products and tools which can further enhance their student’s educational experience. Check out all the resources we have available from our shopping cart at:

www.odysseylearningservices.com

Accreditation

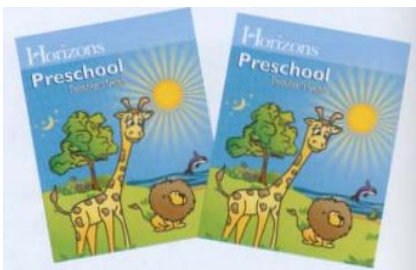
When enrolling in the Academy, parents have the assurance that both the curriculum and the program have met rigorous standards of quality set by educators nationwide. Odyssey Academy is accredited by the National Association of Private Schools. This Association is dedicated to recognizing and improving the spiritual and educational quality of Private and Christian Schools throughout the United States and Canada. This association brings together educators worldwide to promote accreditation and school quality standards.

For more information, visit N.A.P.P.'s website at:

<http://www.nappsaccreditation.com>



Preschool Program



Based upon the most perfect source available—the Bible, the Horizons Preschool curriculum used by Odyssey Academy provides a very detailed Teacher’s Manual. Students gain a strong foundation in phonics and learn that God is the beginning of all things. Brightly colored and engaging

lessons capture the young learner’s attention and interest. The OA staff provides the support you need to get your child off to a strong start academically.

Kindergarten Program

We offer two kindergarten programs, Horizons and LIFEPAC®. Both offer an excellent foundation for the LIFEPAC® curriculum which follows. Each program provides a phonics-based language arts program, as well as an introduction to mathematics. There are no unit tests for the kindergarten curriculum, but specific lessons or pages need to be submitted for review. There are also no student record books or quarterly reports sent for kindergarten. It is assumed that the parent will be following the plans in the Teacher’s Guide.

Letter grades are not assigned for kindergarten. Instead, the Semester grade reports will report the date in which the worksheets were reviewed by the Academy. Note that much of the information in this handbook pertains only to grades 1-12.

Program Combinations and Changes

Combination Programs: Students taking courses in both LIFEPAC® and SOS curricula need to follow the guidelines and policies related to the respective curriculum they are using. The difference in curricula necessitates procedures unique to each program. Any questions regarding program planning should generally be addressed to the Administration Office.

Semester grade reports are issued only for LIFEPAC® and Horizons courses. Parents can view or print SOS Grade Reports at any time. Transcripts that are sent to other schools will show the full schedule of course grades and credits, from both curricula.

Change of Program: Parents who wish to switch from LIFEPAC curriculum to SOS, or vice versa, are advised to do so at the start of a new semester if at all possible. It is difficult to make adjustments in the middle of a program. Sometimes a little time is needed for parent and student to get used to how the curriculum works. Contact the Academy early if you find your student struggling.

For those who find it necessary to change curriculum or subjects in the middle of a program, a processing fee of \$50 will be assessed. Unused LIFEPACs or SOS CDs may be returned for partial credit if within an approved time frame and in resalable condition. An adjustment will be made in tuition for the new curriculum.

Adding Electives



At the elementary level, families may add Bible, Drawing Basics, Elementary Spanish or French, or Health Quest as electives. At the high school level, certain electives are required in order to meet graduation requirements. Elective credit requirements for high school may be met with Academy elective courses or by having an outside course pre-approved by the Academy. Guidelines for these courses are listed below; however, more specific guidelines will be discussed with the Academy administration during the approval process. A list of electives can be found on page 35. Detailed descriptions of electives can be found in the Odyssey Program Guide.

LIFEPAC and Horizons Reporting

Quarterly Report Forms are required to be submitted to the Academy on a quarterly (nine week) basis. This report is shipped with your initial curriculum shipment.



Academic Integrity

Plagiarism is a growing problem with the tremendous resources available on the Internet. Odyssey Academy, in partnership with the parents of our students, is committed to ensuring that students are properly equipped to follow accepted guidelines of research, properly cite sources used, and receive appropriate feedback and consequences if they fail to do so.

Program Abuse

Academic integrity is an important part of your experience and learning while enrolled in Odyssey Academy. In order to issue transcripts and/or a diploma upon completion of the program, Odyssey Academy must have a reasonable degree of assurance that the grades earned and works completed are an accurate reflection of the student's ability and mastery of the material. Therefore, dishonesty related to the coursework is viewed seriously and dealt with appropriately.

Program abuse is evidenced in a number of different ways. It primarily occurs when students pursue alternative ways of completing the coursework outside the conventional use of the SOS DL program and LIFEPAC® curriculum as understood by both the parent and the student through Academy communications in the form of the handbook, or department policy.

A conventional approach means that students read the lessons, take notes, answer lesson questions, study for quizzes and tests from the presentation, the lesson questions, and their written notes, and then complete those quizzes and tests independently of "outside" resources of any form (i.e., notes, etc.). In other words, during assessments, students are to rely solely on their mental preparations for that assessment.

When program abuse has occurred, a determination is made regarding the student's coursework. Depending on the form and extent of the abuse, consequences can range from failing, to clearing of the course work for resubmission, to expulsion from the Academy. Parents using SOS, please be aware that when units are cleared, a \$10 fee will be assessed per unit cleared, back to the point the problem began and not including the current and previous unit in which the student is working (in accordance to the "two units open" policy). It is important that parents take "ownership" of the SOS DL program, including securing a password, and ensure there is sufficient supervision.

Program abuse that occurs related to LIFEPAC® unit tests can quickly jeopardize credit received for the course work. Low scores for invalid tests will cause semester averages to lower significantly, since grades for LIFEPAC® students are based solely on final test scores, not daily work.

NOTE: It is vital that all parents with access to the DL Parent Application take the responsibility to keep their password secure. Correspondingly, parents using LIFEPAC or Horizons should keep the Teacher's Guides and tests in a secure location.



Plagiarism

Definition: Whether intentional or not, plagiarism is submitting work without proper documentation that is not the student's own thoughts and opinions (apart from what is considered to be "common knowledge," taking into consideration the student's age and academic standing), but has originated from another source. (The Orientation project in the Program Guides goes into more detail and explanation of this definition and related topics.)

Understanding and avoiding plagiarism is also a part of the educational process. OA desires to prepare students and parents sufficiently on how to avoid plagiarism and how to give proper credit in their research. OA understands that questions may arise in the minds of students regarding various aspects of plagiarism. We also understand that this is an educational topic that we desire to teach our students. Students should know that they will be held accountable for what is intentionally plagiarized, not aspects of plagiarism they do not understand. However, it is also the responsibility of the students to learn about how to avoid plagiarism.

All projects that require research and source citation must have a Works Cited page in order for them to receive credit. Reports that require a works cited page also require the use of in-text citation called parenthetical documentation (MLA citation style). Reports that do not comply will be returned to the student for resubmission before any grading takes place.

At the beginning of your coursework, every student in grades 7-12 is presented with an Orientation project on how to cite sources properly and how to avoid plagiarism. This project is designed to help you understand our expectations and provide you with tips and instruction on how to successfully complete your OA coursework. Included is a web resource to aid in the project, to be completed at the beginning of each school year.

All students will need to abide by the guidelines set forth in the project. If students have questions or need clarification, it is their responsibility to seek answers before continuing in their coursework.

Also, please note that Odyssey Academy uses the MLA citation style for all reports and projects. Please see the Orientation project found in the Middle and Secondary Guide for links to information sites on plagiarism.

All students in grades 7th-12th must have a copy of the MLA Handbook. This book can be purchased from www.amazon.com .

Click [HERE TO ORDER.](#)

Academic Policies

Note: While enrolled in the Academy, students and parents will be responsible to follow all Academy policies and regulations (this includes certain time restraints). This on-line Parent/Teacher Handbook addresses these policies. Please access the handbook for reference throughout your school year.

Two Units Open Policy

In the SOS program coursework, OA operates on a “two units open” policy. This simply means that at any one time, the student can only be working currently in two units. This policy is most often applied in relation to projects and cleared coursework. For example, when a project appears in one unit, it must be completed by the end of the next unit or it will receive a grade of zero.

We will allow LIMITED grace. A 0% will be given to any incomplete unit which is older than the student’s two most current units. For example, students should not begin Unit 3 until projects in Unit 1 are completed. If they proceed, the student is likely to receive a 0% for the project which is more than two units overdue. 0% will automatically be applied to all projects not completed upon withdrawal, OR at the end of Semester 1 and Semester 2. Semester dates are deadline due dates for all. A 0% may result in a drop of the unit grade by two letter grades.

Project Submission

- Projects not submitted within the guidelines of the ‘two units open’ policy will be assigned a grade of zero (0%).
- Projects should be submitted in their “final form,” and can be graded “as is” without being returned for adjustments. (Exception: teachers may return certain language arts writing projects for revision.)
- Certain projects may be required to be completed with passing grades in order to receive course credit.
- All research must be properly credited when needed, using the MLA citation style, or the project will not be accepted and will have no credit given.
- Only projects that have received passing grades will be accepted as fulfilling course requirements.
- The content within any creative composition, or the chosen theme, must conclude with an emphasis upon a Biblically-sound resolution. Papers which contain stories or statements placing unsavory characters or sinful actions in a positive light will be returned at the teacher’s discretion. If the paper is returned for the student to redo, the teacher will provide Scriptural references showing why the topic or resolution is considered un-Scriptural or not Biblically-sound. The student will redo or modify the paper accordingly. Every time a composition is returned under these conditions, the final grade for the new or revised paper will be dropped down to the next lower grade. For example, a B grade on the 2nd approved submission will result in a C grade. Odyssey Academy recommends that careful consideration be given for selected topics to avoid this penalty. If you are in doubt, seeks advice from your teacher in advance.

Clearing/Retake Policy (All SOS Subjects)

- The parent is responsible to notify their student's teacher to request clearing of any assignments in which their student failed to demonstrate mastery above 72%
- Lessons are viewed as instruction and may be cleared as often as requested.
- Retakes may be granted upon request one time only for quizzes that have earned a below 72%. Applicable lessons preceding a cleared quiz or test will also be cleared at Academy discretion.

Alternate Tests (LIFEPAC and SOS)

- Alternate tests may be assigned only if the grade on the original test is below 72%. (Parents should make sure the student has reviewed his or her notes, the lessons and quizzes before taking a test.)
- Alternate tests may be assigned upon request of the parent and at the discretion of the Academy.
- Alternate test scores will be averaged with original tests scores to obtain unit scores.

Drop/Add Policy

- A course may be dropped upon written request from the parent/guardian.
- If the student has gone no farther than the first unit, then the course will be removed from the student's academic history.
- If the student has worked no farther than the third unit, the dropped course will receive a grade of "WP" (withdrawn-passing), or "WF" (withdrawn-failing), neither of which affect high school GPA.
- If the student has progressed beyond the third unit of either the first or second semester (unit 3 or unit 8), the unfinished units will receive a grade of zero, which may result in a failing grade for the semester.
- Previous grades are not replaced when a student repeats a course.
- Upon approval of Academy administration, a course may be added if the academic counselor deems the student can realistically complete the course by the end of the current term.

Final Work Policy

Once the final test in a course is taken, the subject is closed. Students and parents should be sure that they are ready to "close" that course prior to taking the final test. **WARNING:** Un-submitted projects will receive a grade of zero after the final test is taken in the last unit of the course.

Failed Course Policy

The Academy looks at failing courses by semesters. If a student fails a semester, he or she will be required to retake that semester's coursework.

Grading Policies

Weighting System

Each SOS unit is weighted equally as one-tenth of the yearly average. Individual unit grades are calculated using the following weights:

SOS	SOS Math	LIFEPAC	LIFEPAC with Projects
Tests = 30%	Tests = 43%	Tests = 100%	Tests = 75%
Quizzes = 30%	Quizzes = 43%		Projects = 25%
Projects = 30%	Lessons = 14%		
Lessons = 10%			

Grading Scale



A+ = 98.00-100%	A = 95.00-97.99%	A- = 92.00-94.99%
B+ = 89.00-91.99%	B = 86.00-88.99%	B- = 84.00-85.99%
C+ = 80.00-83.99%	C = 76.00-79.99%	C- = 72.00-75.99%
D+ = 69.00-71.99%	D = 66.00-68.99%	D- = 64.00-65.99%
F = 0-63.99%		

Course grades are calculated by the semester. Letter grades generated by the Switched-On Schoolhouse program are helpful but not final, because they are not calculated by the semester, and do not distinguish between plus and minus. Exact semester grades are always shown on the transcript.

First Semester Failing Policy

Any student in danger of failing a course will be blocked from starting unit 6 in that course. If the student successfully completes the first semester, the block will be removed and the student can continue. If a student has failed the first semester, they will be required to retake that semester under the Odyssey Academy Tutor Program. See pricing information. Students must pass the first semester before moving on to the second semester of any course.

In the event a student fails first semester, the Academy will send the parents/guardians a letter stating their student has failed the first semester of a particular course and the parent/guardian must contact the Administration Office to set up an administrative phone consultation. During this consultation, the administrator will set up a new class for second semester.



High School Program

Course Credits

One half credit per course is awarded for each semester and only after all work in a subject is successfully completed. For full-time students, a half-credit course typically takes 90 days to complete, and a one-credit course takes approximately 180 days to complete.



To graduate within 4 years, students should be enrolled in at least 5 core classes each year (except for a continuing student who may have fewer than 5 credits left to complete in order to graduate). Additional credits may be earned for courses taken outside of the Academy, as long as the courses meet the requirements as outlined below. A record-keeping fee of \$50 is assessed for each outside elective.

Home school transfer students are required to earn the final 5 of their credits with Odyssey Academy to receive a high school diploma. Other transfer students must earn at least their final 2.5 credits with Odyssey Academy in order to receive an OA diploma.

Part-time student status includes all who register for 1-3 classes while enrolled as full-time students in another academic program. An Academy part-time student will not be required to take a placement test or to submit a transcript for evaluation. Upon completion of the course(s), OA will prepare a transcript for the primary school or parent of the student, but no diploma can be earned from OA as a part-time student.

College Entrance Exams

High school students contemplating college should take college entrance tests in their junior (11th) or senior (12th) year. The two most common are the ACT and the SAT (Scholastic Aptitude Test). Check with the college(s) of your choice to see which test is preferred.



Many scholarships and financial aid opportunities require completion of the ACT or SAT by November or December of the student's senior year. Information and registration for these tests can be accessed through a local community college or online at www.act.org for the ACT or www.collegeboard.com for the SAT. Odyssey Academy's school code to use when registering for these tests is 381-018.

Independent Home School Transfer Credits

Students who have not been enrolled in an institution for one or more years of their high school experience often come to Odyssey Academy for the purpose of pursuing a diploma program with Odyssey Academy. In order for coursework completed as an independent home school student to transfer into the OA credit system the following guidelines will apply:

All independent coursework must be evaluated by Odyssey Academy before transfer credit will be approved.

The following must be included with your Independent Home School request for credit.

- A course outline detailing the subject's scope and sequence,
- A record of attendance (both days and hours),
- Copies of all assessments or tests,
- All daily work or lessons

The scores from the Odyssey Academy placement testing in Language Arts, Math , History and Science will be considered during the approval process.

Letter grades will be assigned if adequate documentation is submitted.

Earning Outside Credit

- The course must have prior approval by the Academy and must be in harmony with Odyssey Academy's statement of faith. It is the parent's responsibility to communicate with the Odyssey Academy Administration office should this be a desired choice.
- The course must be scheduled for a specific time. Instructional time must be 4-5 hours per week.
- The course instructor should have qualifications in the field of instruction.
- Adequate verification must be received to show that the course has been completed.
- If the course is taken at a local school or college, a transcript must be submitted upon completion of the course.
- Outside electives require a \$50.00 recording fee at the time of approval.

Diploma Requirements

Odyssey Academy offers four diploma tracks: Honors, College Preparatory, General and Vocational. All students are projected for a college-prep track until it is apparent that circumstances make this track impossible.

HONORS¹:

SUBJECT	COURSES	CREDIT
Bible	Bible 9-12	4
English	Lang. Arts 9-12	4
History	History 9-12 State History ²	4
Math	Math 9-11 Pre-Calc or Consumer Math recommended	3
Science	Physical Science Biology Chemistry/or Physics	3
Foreign Language	2 years of the same language ³	2
Health		1
P.E.	130 hours of approved activities	1
Fine Arts	Music, Art or other	1
Computer Literacy	Keyboarding Word, Excel and PowerPoint	2
Electives	Your choice to reach minimum required	
Minimum Credits		27

COLLEGE-PREP:

SUBJECT	COURSES	CREDIT
Bible	Bible 9-10	2
English	Lang. Arts 9-12	4
History	History 9-12 State History ²	4
Math	Math 9-11 Pre-Calc or Consumer Math recommended	3
Science (2 lab)	Physical Science Biology Chemistry/or Physics	3
Foreign Language	2 years of the same language ³	2
Health		1
P.E.	130 hours of approved activities	1
Fine Arts	Music, Art or other	1
Computer Literacy	Keyboarding Word, Excel and PowerPoint	2
Electives	Your choice to reach minimum required	
Minimum Credits		25

¹ Honors Diploma will also require a total high school average of 90% or better, 1000 SAT or 22 ACT score and a minimum score of 12.9 on a Total Battery achievement test.

² State History is not required if completed previously.

The following statement will appear on each General or Vocational transcript:

“In recognition that (name) has fulfilled the requirements in (General or Vocational) education. The Odyssey Academy College Preparatory track has not been fulfilled; therefore, said student may not be adequately prepared for college.”

GENERAL⁴

SUBJECT	COURSES	CREDIT
Bible	Bible 9-10	2
English	Lang. Arts 8-11 or 9-12	4
History	History 9-12 State History ²	4
Math	Math 9-10	2
Science	Physical Science Biology	2
Foreign Language	Recommended but not required	2
Health		1
P.E.	130 hours of approved activities	1
Fine Arts	Music, Art or other	1
Computer Literacy	Keyboarding Word, Excel and PowerPoint	2
Electives	Your choice to reach minimum required	
Minimum Credits		23

⁴ VOCATIONAL⁵

SUBJECT	COURSES	CREDIT
Bible	2 to 4 through Bible 9	2-4
English	4 years at least through Gr. 9	4
History	4 years - World History, Civics, State History ²	4
Math	4 years or through Geometry	2-4
Science	Physical Science Biology Chemistry/or Physics	3
Foreign Language	Not required	
Health		1
P.E.	130 hours of approved activities	1
Fine Arts	Music, Art or other	1
Computer Literacy	Keyboarding Word, Excel and PowerPoint	2
Electives	Your choice to reach minimum required	
Minimum Credits		23

⁵ Vocational students should complete the highest possible level in all subjects, minimally up through the end of the 9th. Achievement testing will be considered.

Odyssey Academy will work with you and your student to ensure that graduation requirements for either the College Preparatory or General Preparatory course of study are met. A Vocational Diploma is projected only in agreement with the OA Administration and the student’s parent(s) when either the College-Prep or General is not considered feasibly possible.

The College Preparatory course of study is designed to prepare students for entrance into most colleges and universities. However, because each college or university has its own entrance requirements, the student will want to consult with the college of his or her choice in order to tailor a high school program that meets the specific requirements of that institution.

Odyssey Academy's General course of study does not represent the same scope or rigor of the college preparatory course of study. Students completing the General course of study possess credentials enabling them to attend community college, some vocational or technical schools, and possibly some universities.

A minimum of 23 credits for a General or Vocational is needed to earn a high school diploma from Odyssey Academy. If a particular state has additional graduation requirements that apply to distance learning schools, it is the parent's responsibility to ensure that these requirements are met.

Academic Plans


Upon admission as a high school freshman, the scope of each student's academic record will be analyzed to determine a recommended diploma track. Your academic counselor will review the following:

- The level of your student's prior completed courses
- The grades for the last three years
- The achievement test scores for the last three years
- Odyssey Academy diagnostic testing results (if a new student)

These indicators will help determine which diploma track the student can feasibly complete during the four years of high school. An Academic Plan similar to the one shown on the next page will be given to the parent. Additionally, the Academic Plan will be updated each year so that the student and parent understand what is necessary to fulfill graduation requirements.

While Odyssey Academy pledges to be diligent in providing this very important information, the parent's careful and diligence oversight is extremely important to the student's achievement of the ultimate goal, a high school diploma.



	A	B	C	D	E	F	G	H	I	J	K	
1	 ACADEMIC PLAN FOR GRADUATION											
2												
3	Student:		LAST NAME, First Name					Total Credits Projected:		25.00		
4	Birth Date:		6/3/92					Total Credits Earned:		0.00		
5	Date Entered:		11/4/98					Total Credits Remaining:		25.00		
6	Today's Date:		8/25/2007					Course of Study:		College Prep		
7	Odyssey Academy			Grade	Proj	Earn	Odyssey Academy			Grade	Proj	Earn
8	First	Language Arts 9	I	0.50		Second	Language Arts	I	0.50			
9	Semester	Algebra I	I	0.50		Semester	Algebra I	I	0.50			
10	2006-2007	World History	I	0.50		2006-2007	World History	I	0.50			
11		Physical Science	I	0.50			Physical Science	I	0.50			
12		New Testament	I	0.50			New Testament	I	0.50			
13												
14												
15												
16		P.E. (65 hours)	I	0.50			P.E. (65 hours)	I	0.50			
17				3.00	0.00				3.00	0.00		
18	Odyssey Academy			Grade	Proj	Earn	Odyssey Academy			Grade	Proj	Earn
19	First	Language Arts 10	I	0.50		Second	Language Arts 10	I	0.50			
20	Semester	Geometry	I	0.50		Semester	Geometry	I	0.50			
21	2007-2008	American History	I	0.50		2007-2008	American History	I	0.50			
22		Biology	I	0.50			Biology	I	0.50			
23		Old Testament	I	0.50			Old Testament	I	0.50			
24												
25												
26		Keyboarding	I	0.50			Word	I	0.50			
27												
28				3.00	0.00				3.00	0.00		
29	Odyssey Academy			Grade	Proj	Earn	Odyssey Academy			Grade	Proj	Earn
30	First	Language Arts 11	I	0.50		Second	Language Arts 11	I	0.50			
31	Semester	Algebra II	I	0.50		Semester	Algebra II	I	0.50			
32	2008-2009	Civics	I	0.50		2008-2009	Economics	I	0.50			
33		Chemistry	I	0.50			Chemistry	I	0.50			
34												
35		Spanish I	I	0.50			Spanish I	I	0.50			
36												
37		Excel	I	0.50			Adv. CL-Your Choice	I	0.50			
38												
39				3.00	0.00				3.00	0.00		
40	Odyssey Academy			Grade	Proj	Earn	Odyssey Academy			Grade	Proj	Earn
41	First	Language Arts 12	I	0.50		Second	Language Arts 12	I	0.50			
42	Semester	Consumer Math	I	0.50		Semester	Consumer Math	I	0.50			
43	2009-2010					2009-2010						
44		Health Science	I	0.50			Health Science	I	0.50			
45												
46		Spanish II	I	0.50			Spanish II	I	0.50			
47		Your Choice	I	0.50			Your Choice	I	0.50			
48		Your Choice	I	0.50			Your Choice	I	0.50			
49		Your Choice	I	0.50			Your Choice	I	0.50			
50				3.50	0.00				3.50	0.00		

Additional Fees

Tutoring Fee * (per student, per hour, per subject)	\$30*
P.E. Recording Fee	\$25
Recording Fee for Outside Elective (per elective)	\$50
Change of Program Fee	\$25
Reinstatement Fee	\$50
High School Graduation Fee (includes diploma)	\$25
SOS Standard Shipping	\$20
LIFEPAC, Horizons or other curriculum	16% of the order curriculum order total
Surcharge for 2-Day or Overseas Delivery	Varies

*Personalized Tutoring Option

The Personalized Tutoring Option is available to all OA parents who feel that their child needs academic support in a particular subject. The Tutoring Fee is per subject, per student, per hour. Students who fail the first semester must enroll in at least 3 tutoring sessions per quarter during the term in which the course is re-assigned. Tutoring fees are paid in advance.

Electives

The tuition rate for elective classes is the same as that of the core subjects. Following is a list of available electives with recommended grade range:

Subject	Grade Range	Format
Bible	Grades 1-12	LIFEPAC or SOS
Elementary French or Spanish	Grades 3-6	SOS
Secondary French or Spanish	Grades 7-12	SOS
Constitution, <small>Story of</small>	Grades 9-12	SOS
Home Economics	Grades 7-12	LIFEPAC or SOS
Consumer Math	Grades 11-12	SOS
American Literature	Grades 9-12	LIFEPAC or SOS
British Literature	Grades 9-12	LIFEPAC or SOS
College Planner	Grades 9-12	SOS
Spanish I	Grades 11-12	SOS
Spanish II	Grades 11-12	SOS
Health Quest	Grades 6-8	LIFEPAC or SOS
Health	Grades 9-12	LIFEPAC or SOS
Drawing Basics	Grades 3-8	LIFEPAC w/DVD
Art	Grades 7-12	LIFEPAC
Accounting	Grades 9-12	LIFEPAC

Subject	Grade Range	Format
Foundations for Living	Grades 9-12	LIFEPAC
Essentials of Communication	Grades 9-12	LIFEPAC or SOS
Essentials of Math	Grades 8-12	SOS
Civics	Grades 7-10	LIFEPAC or SOS
Civil War	Grades 7-12	SOS
Physical Science	Grades 8-10	SOS
Astronomy	Grades 7-12	LIFEPAC or SOS
Intro to Composition	Grades 7-9	LIFEPAC or SOS
Geography	Grades 7-9	LIFEPAC or SOS
Geology	Grades 7-12	LIFEPAC or SOS
Anthropology and Sociology	Grades 7-12	LIFEPAC or SOS
Life of Christ	Grades 9-12	SOS
Life Science	Grades 7-9	LIFEPAC or SOS
Excel	Grades 7-12	LIFEPAC
FrontPage	Grades 7-12	LIFEPAC
Outlook	Grades 7-12	LIFEPAC
PowerPoint	Grades 7-12	LIFEPAC
Access	Grades 7-12	LIFEPAC
Word 2000	Grades 7-12	LIFEPAC
Word 2002 (XP)	Grades 7-12	LIFEPAC
Windows XP	Grades 7-12	LIFEPAC

Returns

IMPORTANT!! - If you need to return an item to us, call the Academy Administration Office, explain the situation, and make a note of the RMA (return merchandise authorization) number that must accompany any returned product. The Academy will be able to tell you whether or not you are within the window of allowable return time and give you instructions for the return. Materials that are returned without an RMA number may be refused, or, at the very least, be delayed in processing.

Shipping Information

The Shipping Department will determine the most economical shipping mode when your curriculum is shipped. This will usually be regular UPS ground (street address required) for LIFEPAC curriculum or USPS for SOS curriculum. Upon special request and for an additional charge, shipments may be sent by UPS 2-Day Air. An additional charge is also added for international shipments.

Withdrawal, Cancellation, and Refunds

PROPERTY RIGHTS: Software shipped to install on your computer remains the property of Odyssey Academy and must be returned upon completion or withdrawal.

Any request for withdrawal must be made in writing. The registration fee is non-refundable once orientation and testing materials have been sent. Tuition refunds up to 60 days after shipment of curriculum are allowed on the following basis:

- 0-60 days: Refundable when withdrawal is received 60 days from the original invoice date less unreturned software/curriculum, graded units (pro-rated fee) and a \$75 cancellation fee.
- No refunds after 60 days.
- Credit will not be given for curriculum returned after 60 days.
- Materials accepted for return must be in new, resalable condition. Items damaged in shipping or showing signs of handling are not accepted for return or credit.

If you have chosen the payment plan option for the online academy, we reserve the right to stop our services and begin collection efforts if your account becomes overdue. At this time the student's enrollment will be suspended and/or cancelled. If you have any questions regarding your account with Odyssey Academy you may contact 1-503-585-9088. The Academy reserves the right to cancel a student's enrollment at any time for non-payment of fees, unsatisfactory progress, failure to submit work on a regular basis, or obvious student cheating. Once a student is dismissed, reinstatement is considered only upon written application to and approval by the administration of Odyssey Academy. If reinstatement is allowed, tuition fees must be brought current, and a reinstatement fee of \$50.00 will be assessed.

If your student's enrollment is suspended or cancelled for any reason, schoolwork that is completed after that date is considered as home-school status and will not be included in your student's transcript with the Academy. If you wish for your student to receive credit for this work, all accounts must be brought current, your student must be reinstated, and Odyssey Academy teachers must grade the SOS work or LIFEPAK tests before credit will be given (this work is not subject to our normal grading time requirements).

If you lose, break, or damage a CD, there is a \$35.00 charge to have the CD replaced by the Academy. These replacement CDs are sent UPS standard or Priority Mail. If you wish for the shipment to be expedited, an additional fee will be applied.

In the event that your student transfers to another school, please provide an official letter of withdrawal and a transcript request ten business days in advance. Record requests are processed in the order that they are received.

Communication

IMPORTANT NOTE: It is the parent's responsibility to communicate any needs or problems immediately to the Academy Administration Office. All communication from OA administrators and teachers related to Switched-On Schoolhouse will come directly to the DL Parent Application. It is the parent's responsibility to check for messages daily.



Methods

Admin Office Toll-Free: 800-582-0162
Admin Office Local: 503-585-9088
Admin Emergency Hotline: 503-910-8951
Fax: 503-585-0074
Technical Support: 800-735-4193

As necessary, the Academy Administration Office will direct you to the publisher's website for Technical Support FAQs and Application Updates of Switched-On Schoolhouse.

OA Website: www.odysseyacademy.com

Mailing Address:

10272 Liberty Rd. S.
Salem, OR 97306

Odyssey Academy is equipped with teachers, administrators, and support personnel (including technical support) to provide for your student's academic needs. Our staff is available to assist you on weekdays between the hours of 8:30 am and 5:00 pm Pacific Time. Technical Support is open from 8:00 to 5:00 Central Time.

If you have privacy-protection services on your home phone, please program the Academy Learning Services (Odyssey Academy) phone number, 503-585-9088, into your system so that we may communicate more efficiently with you.

Etiquette

While on the Internet, no student is to give his/her name, home address, school Internet address, e-mail address, or telephone number to any other student, relative, or acquaintance of anyone else enrolled in Odyssey Academy. The student or parent must report any questionable contact with another user immediately to Odyssey Academy at 800-587-0162.

- No student is to share his/her work with another student.
- Students must show courtesy and respect in all communications with Academy staff.
- Teachers should be referred to with the appropriate title (i.e., Mr., Mrs., Miss, etc.).

Personal Notes

