

# BALDWIN ONLINE ACADEMY

Student and Family Handbook



## **Achieve Differently**

with 100% free, online school from home for Baldwin County students in all grade levels.

## **Welcome to BOA!**



Dawson K. Roberts, Ed.S  
Program Coordinator

At Baldwin Online Academy, we take pride in helping our students achieve differently. We start by offering our students 24/7 access to their courses with assignments that can be completed on a flexible schedule from anywhere with access to the internet.

Our Baldwin County teachers work hand-in-hand with parents or at-home learning coaches to help guide our students to success and achievement in engaging, online courses for all core academic subjects as well as a wide variety of elective courses for students to choose from.

To learn more about what we do, take a look at our handbook, Facebook page, website, or give us a call at (478) 457-3323.

# How to register

## Getting Started with BOA.

Since BOA is a program of the Baldwin County School district, all BOA students must first be registered with the district. All BOA students will be enrolled in one of our six "root schools": Lakeview Primary, Lakeview Academy, Midway Hills Primary, Midway Hills Academy, Oak Hill Middle School, or Baldwin High School.

Students who are not yet enrolled in one of the district's root schools can do so online by completing the registration process on [the district website](#).

Once students are registered with the district, simply complete the BOA application which can be found on [our website](#).

Please note: students currently enrolled in Foothills Charter School or Baldwin Success Academy are not eligible for BOA enrollment.

## Enrollment Periods.

Students who are new to Baldwin County schools are welcome to enroll in Baldwin Online Academy as transfer students at any time.

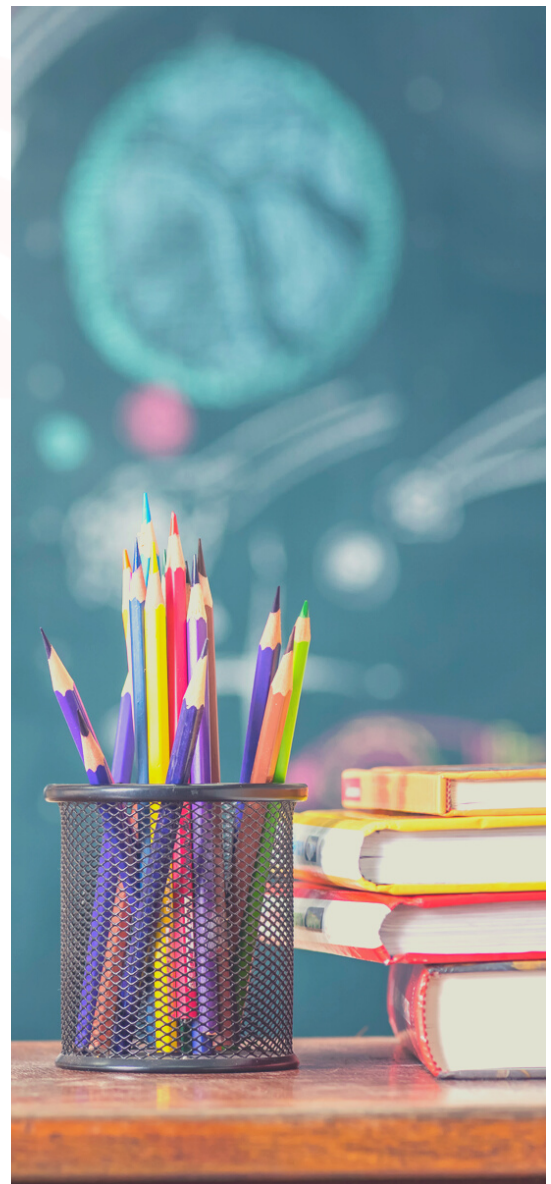
Students who are currently enrolled at a Baldwin County School are only able to transition to BOA during a designated enrollment period, usually up to a week before the beginning of each semester.

## Enrollment deadlines

Spring 2021 - December 4th, 2020

Fall 2021 - July 23rd, 2021

Spring 2022 - December 10, 2021



# Academic Calendar

Baldwin Online Academy follows the Baldwin County Public School Academic Calendar. You can always find this calendar on the [district website](#) under the "parents" tab.

## 2020/21 Calendar

Revised July. 28, 2020

July 2020							August 2020							September 2020							October 2020						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
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12	13	14	15	16	17	18	9	10	11	12	13	14	15	13	14	15	16	17	18	19	11	12	13	14	15	16	17
19	20	21	22	23	24	25	16	17	18	19	20	21	22	20	21	22	23	24	25	26	18	19	20	21	22	23	24
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							30	31																			

November 2020							December 2020							January 2021							February 2021						
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8	9	10	11	12	13	14	6	7	8	9	10	11	12	3	4	5	6	7	8	9	7	8	9	10	11	12	13
15	16	17	18	19	20	21	13	14	15	16	17	18	19	10	11	12	13	14	15	16	14	15	16	17	18	19	20
22	23	24	25	26	27	28	20	*21	*22	23	24	25	26	17	18	19	20	21	22	23	21	22	23	24	25	26	27
29	30						27	28	29	30	31			24	25	26	27	28	29	30	28						
														31													

March 2021							April 2021							May 2021							June 2021						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6					1	2	3							1			1	2	3	4	5
7	8	9	10	11	12	13	4	5	6	7	8	9	10	2	3	4	5	6	7	8	6	7	8	9	10	11	12
14	*15	16	17	18	19	20	11	12	13	14	15	16	17	9	10	11	12	13	14	15	13	14	15	16	17	18	19
21	22	23	24	25	26	27	18	19	20	21	22	23	24	16	17	18	19	20	21	22	20	21	22	23	24	25	26
28	29	30	31				25	26	27	28	29	30		23	24	25	26	27	28	29	27	28	29	30			
														30	31												

<b>PL Days/No Students</b>	<b>Holidays/No Students or Teachers</b>	<b>Students Return to School</b>	<b>Early Release/Parent Conf.</b>	<b>Early Release/PL</b>
(*) Incent Weather Days/Remote Learning Days (if needed)		<b>Semester 1: 77 Days</b>	<b>Semester 2: 93 Days</b>	

July 27-Aug.18: Pre-Planning/PL Aug. 19: 1st Day of School Sept. 7: Labor Day Holiday Oct. 9: Early Release/Parent Conf.	Oct. 12-16: Fall Break Nov. 23-27: Thanksgiving Holidays Dec. 18: Early Release/PL Dec. 21-Jan. 1: Winter Break Jan. 4 & 5: PL Days/No Students	Jan. 6: Students Return Jan. 18: MLK Holiday Feb. 12 & 15: Presidents Day Holidays March 12: Early Release/Parent Conf.	Mar. 15: No Students or Teachers Apr. 5-9: Spring Break May 27: Early Release/Last Day of School May 28 Post-Planning/PL
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### Student Breaks and Holidays

Baldwin Online Academy students will not have assignment due dates on any district-designated holiday or break. However, students are more than welcome to continue working during those breaks to catch up or get ahead in any of their classes.

In the event of an emergency school campus closing, BOA students are expected to continue coursework as scheduled unless otherwise notified. BOA activity is also not affected by teacher holidays or early release days.

# Coursework

100% online means you work on your schedule!

In order to provide for the specific needs of our students as they grow and mature, BOA offers customized methods of learning across our different grade-level groups. Check out the section that is appropriate for your learner's age group to learn more about the courses in which they will participate.

## Grades K-2

At these early ages, we know the importance of having a dedicated teacher who is available to provide custom instruction, support, and feedback to your student. That's why we do just that. K-2 students participate in courses designed by Baldwin County educators and are delivered to students via Google Classroom.

## Grades 6-12

Students in grades 6-12 will participate in their courses using the **Edgenuity** platform, one of the leading courseware providers in the country. Edgenuity provides a wide range of academic course options including AP courses. It also includes several CTAE courses

[A full list of available courses can be found on our website.](#)

# Logging In

All BCSD students are provided with a Google account upon enrollment. This account will provide all needed access to any district tools or resources. These accounts are usually `firstname.lastname@baldwin.k12.ga.us`. Please contact one of your facilitators or Mr. Roberts if your student does not know their password.

1. Click the student login button on the [BOA main website](#) or log in to [Clever](#). Use your district account to log in to Clever.
2. Once logged in to Clever, select the learning tool that is appropriate for your student.

Grades K-2



Grades 3-5



Grades 6-12



## BOA Facilitators

Regardless of the learning model, all BOA students will have access to at least one Baldwin County teacher who can provide support, tutoring, and feedback for your student. They will also serve as your main point of contact throughout your student's enrollment in BOA. Learn more about our district facilitators on page 11.

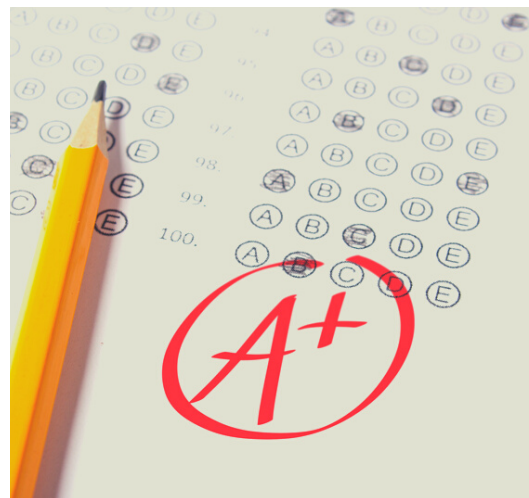
## Grades 3-5

BOA students in grades 3-5 will be given accounts in a program called **Odysseyware** which we use to provide all academic courses (Math, Science, English, and Social Studies). Elective courses are administered live, online from teachers at the student's root campus.

# Grading Policies

## K-2 Students

Our youngest students will be graded similarly to their in-person counterparts. Please see the course guides provided to you by your course instructors to further understand grading for these students.



## 3-8 Students

Students in grades 3-8 participate in courses that span the entire school year. These courses will be broken up into two sections, A and B. Section A covers the first semester (August - December), and section B covers the second semester (January - May). Grades for these courses are determined entirely by student performance in Odysseyware or Edgenuity. A student's final average for the school year is calculated by averaging the two final scores from each section.

It is a state requirement that all 3rd grade students pass the Reading Milestone and all 5th grade students must pass the Reading and Math Milestones in order to be promoted to the next grade level. Students who do not meet this requirement may only advance to the next grade via administrative decision.

## 9-12 Students

Students in grades 9-12 participate in courses that span only one semester. These courses will be broken up into two sections, A and B. Section A covers the first nine weeks of the semester, and section B covers the second nine weeks of the semester.

Each course section is worth 40% of that course's overall grade and the final 20% of the student grade comes from their final exam or Milestone test score. See the example below.

American Literature		
Section A	Section B	EOC
1st 9	2nd 9	End of term
40%	40%	20%

# Assessment Policies

## Taking a Quiz, Test, or Exam

For our K-2 students, all assessments will be designed and administered by your BOA facilitator using whichever method they see fit. Please communicate with your facilitator if you have any questions or concerns about assessments.

Students in grades 3-12 will take all assessments in their designated platform (either Odysseyware or Edgenuity).

## Passing Thresholds

Each assessment requires that students meet a passing threshold of at least 70% to continue moving forward without intervention from a BOA facilitator.

70%

## Revise/Retake Policy

If a student fails to meet the passing threshold of their assessments after exhausting both attempts, they will need to schedule a time to work with their designated facilitator to review the assessed content and receive tutoring. If the student fails to meet the threshold after subsequent attempts, the grade will be recorded as posted and the student will be forced to continue on with the course.

# Milestone Assessments

State-mandated Milestone exams are administered at the end of the school year for students in grades K-8 and at the end of each semester for High School students who are enrolled in a Milestone Course. Please see the chart below regarding information about which grades or classes require completion of a Milestone exam.

Georgia Milestones	ELA	Mathematics	Science	Social Studies
End-of-Grade (EOG)	Grades 3 – 8	Grades 3 – 8	Grades 5 & 8	Grade 8
End-of-Course (EOC)	American Literature and Composition	Algebra I/ Coordinate Algebra	Biology	U.S. History

All BOA students who are in a Milestone course are required to take their exam on campus at their root school. Examination times and schedules will be provided to students and parents as soon as they are available. Students are expected to follow the district dress code while present on campus.

NOTE: High School Milestone exam grades count for 20% of the final grade of that course.

# Promotion and Retention (K-8)

Please review the district policies for promotion and retention.

## **IV. Placement and Promotion in Grades Kindergarten Through Eight**

A.

### 1. Kindergarten- Grade 1, and Grade 2

To be promoted, students must meet 70% of the standards in each subject area of the following areas: reading/ELA, math, social studies, science, with the exception of one subject area.

2. In grades three (3) through eight (8) students can fail no more than one (1) academic subject (reading, language arts, math, science, social studies) and be promoted to the next higher grade.

a. Students may not be retained in grades K-5 more than two (2) times unless such retention is required by state law or G.B.O.E. Rule.

3. In grade eight (8) students cannot fail 2 non-core subjects.

## **What does this mean for BOA students?**

- “Passing” a class requires a minimum final grade of 70% or higher.
- Students who fail a core course may be promoted pending Milestone assessments or administrative review.
- Students who fail 2 core courses will need to complete a summer learning opportunity to be considered for promotion. These opportunities will be determined by the home school.
- Students who fail 3 or more core courses will not be promoted to the next grade level.
- Students who fail all 4 core courses will be removed from the program and will not be promoted to the next grade level.

# Promotion and Retention (9-12)

Please review the district policies for promotion and retention.

## **V. Placement or Promotion of Students in Grades Nine (9) Through Twelve (12)**

A. Promotion and graduation of students in Baldwin High School shall be based upon the number of units of credit as specified through state and local policy.

B. Unit credit may be earned during 9-12 summer school ONLY when the summer school program is accredited by the Southern Association of Colleges and Schools (SACS) or the Georgia Accreditation Commission.

C. Participation in a 1-12 summer school shall be an extension of the previous academic year and shall not count toward full-time attendance during the following academic year.

D. A student shall be enrolled in four courses per semester unless:

1. The student is enrolled in a dual or joint enrollment program with a Georgia public college, university or technical school; or
2. The student is in his/her fifth year of high school. Grade Level Classification Students acquire grade level status based on the number of units earned.

## **What does this mean for BOA students?**

- “Passing” a class requires a minimum final grade of 70% or higher.
- Students who fail a class with a final average between 62-69 may complete an appropriately rigorous summer learning activity to recover the credit. This can only be done for ONE class per semester.
- Students who fail 2 or more of their classes in a semester will be removed from the program. SENIORS will be removed from the program pending administrative decision if ONE class is failed.



# Attendance Policy

## Establish your routine!

Attendance at BOA is primarily determined by activity completion and meeting assigned due dates. Student progress in online courses and will be checked at the end of each week. If a student has met all of their assignment due dates for that week, the student will be counted present.

If a student is not able to meet all weekly due dates, then we will look at the total amount of time a student spent in each of their classes that week. Students are expected to spend about 45 minutes a day per class in grades K-8 and about one hour a day per class in high school. Absences will be marked for each class if a student is unable to meet assignment deadlines AND fails to log the minimum weekly active time.

Students who fail to log ANY active time on a given week will be marked absent for the full week and will be placed on academic probation in which they will be in danger of being removed from the program.

## Continuation Policy

With flexible scheduling, comes great responsibility.

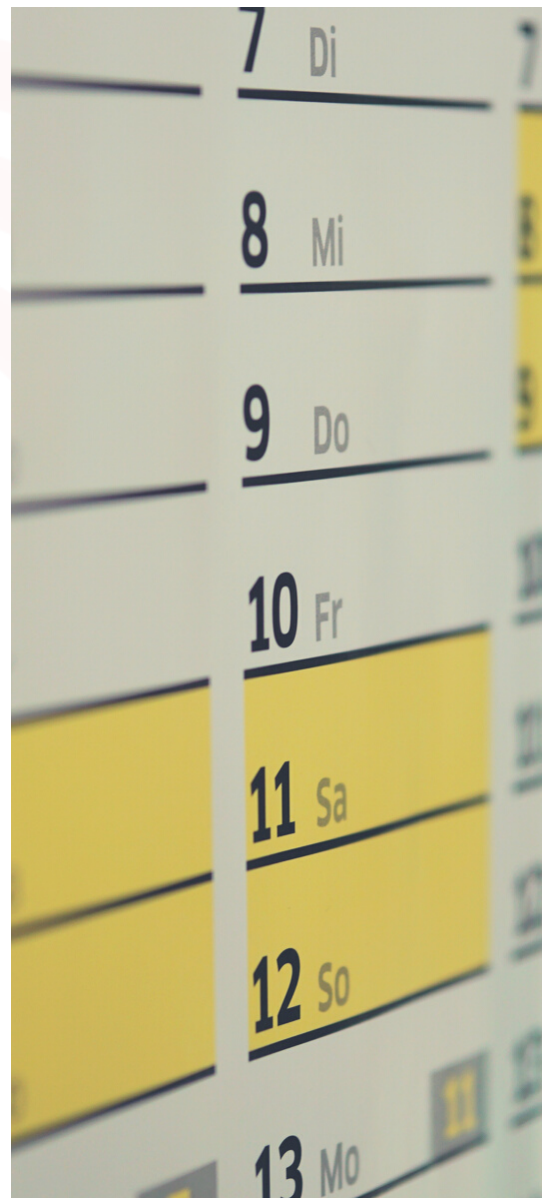
At Baldwin Online Academy, we understand that online learning is an attractive opportunity for many students and families, but it is also a very different style of learning that may not be best suited for all of our students.

Our team aims to always ensure that our students are in the best possible environment to be successful. We do this by monitoring student grades, progress, activity, and parental/learning coach engagement.

Once we begin to see evidence that BOA may not be the best for your student, the BOA team will do everything we can to communicate these warning signs and develop a plan to get your student back on track.

Students who continue to struggle to meet our minimum academic, attendance, or engagement thresholds will be removed from the program.

Students who are removed from the program are ineligible to reenter the program for one full school year. They must also provide evidence of academic improvement.



# Learning Coach Responsibilities

**You are the most important part of our team!**

Countless hours of research shows that students are most successful in school when they have strong support at home. As a participant in the Baldwin Online Academy program, it is critically important that a responsible adult, or “learning coach”, monitors student progress and activity **daily**.

It is **imperative** that learning coaches regularly check that students are successfully reaching the following goals:

- Completing all assignments on or before their due dates.
- Communicating with their facilitator when they have questions or need support.
- Completing student progress conversations with facilitators in a timely manner at each quarterly interval.

“

*Students are most successful when parents, students, and educators work closely together to carefully guide students towards excellence.*



# Baldwin Online Academy

## Facilitators

Get to know your facilitator.

Each BOA student will have access to at least one facilitator whose role is to assist students and their parents or learning coaches with any needs they may have while enrolled in the program. Review the list below to determine which facilitator is available to assist you and your student.

### Primary

Kindergarten - Amanda Hannaburg - amanda.hannaburg@baldwin.k12.ga.us

1st Grade - Susan Phillips - susan.phillips@baldwin.k12.ga.us

2nd Grade - Tonya Jarrett - tonya.jarrett@baldwin.k12.ga.us

### Elementary

3rd Grade - Acquanette Wallace - acquanette.wallace@baldwin.k12.ga.us

4th Grade - Jacquanda Speights - jacquanda.speights@baldwin.k12.ga.us

5th Grade - Sara Gould - sara.gould@baldwin.k12.ga.us

### Middle School

ELA - Jan Tharpe - jan.tharpe@baldwin.k12.ga.us

Social Studies - Kathy Kendrick - kathy.kendrick@baldwin.k12.ga.us

Math - Crystal Little - crystal.little@baldwin.k12.ga.us

Science - ReKayl Simpkins - reKayl.simpkins@baldwin.k12.ga.us

### High School

ELA - Jennifer Veazey - jennifer.veazey@baldwin.k12.ga.us

Social Studies - John Williams- john.williams@baldwin.k12.ga.us

Math - Lynn Walls - lynn.walls@baldwin.k12.ga.us

Science - Julia Reams - julia.reams@baldwin.k12.ga.us