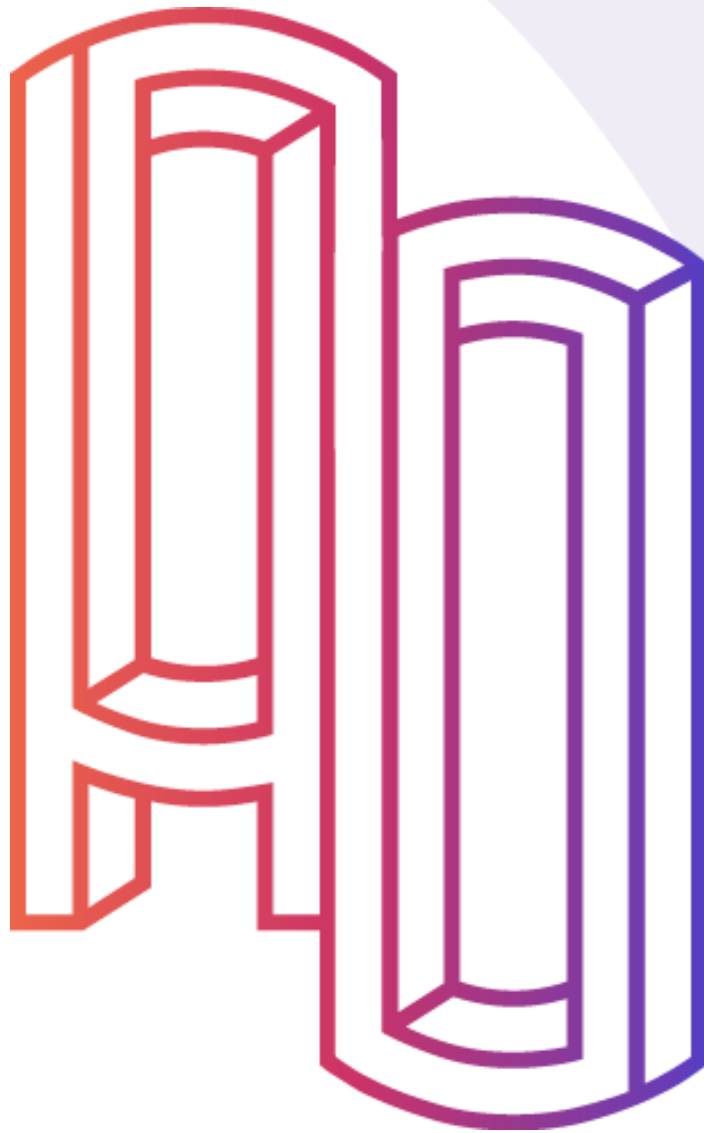


2026-27



Parent & Student Handbook **ArchwayOnline**

TABLE OF CONTENTS

3	LOCATION AND STAFF CONTACT INFORMATION
4	MISSION, VISION, & CORE VALUES
5	GENERAL INFORMATION FOR ALL FAMILIES
6	ArchwayOnline Commitment to Families
6	Code of Ethics for Students and Parents
6	Records and Enrollment
7	Parent Responsibilities
7	Tuition and Fees
8	Communication
8	Connectivity
8	Attendance
9	Internet Safety
9	Digital Citizenship and Cyber Policy
10	Withdrawal, CE, & Dismissal
11	KINDERGARTEN THROUGH SIXTH GRADE INFORMATION
11	MIDDLE SCHOOL AND HIGH SCHOOL INFORMATION
11	ACADEMIC SCHOOL MODEL & ENGAGEMENT
12	Courses and Terms
13	Electives
14	Grade Reporting
14	Student Responsibilities
15	Academic Integrity
17	IMPORTANT TESTING INFORMATION
17	GRADUATION REQUIREMENTS
18	ADULT EDUCATION INFORMATION
18	REQUEST MANAGER
20	PARENT POLICY AGREEMENT

INFO

Location 3563 Highway 45N Jackson, TN 38305

Billing Address P.O. Box 11684 Jackson, TN 38303

Telephone (855) 4-ARCHWAY

Fax (901) 667-7950

Email admin@archwayonline.com

Website <http://archwayonline.com>

Office Hours M-F 9am-4pm

School Hours Year Round, Asynchronous Learning Model

College Entrance Exam Board (CEEB) Code (CLT, ACT, SAT): **430-066**



MEET OUR TEAM

Angela McKee | Co Founder & Chair

Lynn Knowlton | Co Founder & Chair

Michelle Andres | Program Director & Academic Advising Team

michelle@archwayonline.com

Beth Zirkle | Account Specialist: Admissions, Billing, Records

beth@archwayonline.com

Casey Dunbar | High School Academic Advisor

casey@archwayonline.com

Carrie Bernard | K-8 Academic Advisor & Success Coach

carrie@archwayonline.com

Shaley Kinnamon | High School Success Coach

shaley.kinnamon@archwayonline.com

Lili Micola | Communications & Engagement Specialist

lili@archwayonline.com

Nick Brown | High School Social Studies Teacher

nick@archwayonline.com

Danielle Judge | High School English Teacher

danielle@archwayonline.com

Rachel Nadaskay | High School Math Teacher

rachel.nadaskay@archwayonline.com

Isaiah Niess | High School Science Teacher

isaiah@archwayonline.com

Tasha Moore | K-8 Social Studies & English Teacher

tasha@archwayonline.com

Anna Tramel | K-8 Math & Science Teacher

anna.tramel@archwayonline.com

MISSION AND VISION

Our MISSION is to INSPIRE students and EQUIP parents by building relationships, facilitating learning and helping motivate students to reach their educational goals.

Our VISION is to meet students' needs by considering each student individually and providing support in all areas of a student's life.

ArchwayOnline takes a holistic approach to meet a student's academic, mental, emotional, and physical needs. This method builds confidence and ability to focus on studies, which in turn leads to greater success.

The ARCH is a symbol of STRENGTH and SUPPORT

There are two things the ArchwayOnline staff wants to give students:

STRENGTH to press on and finish strong
SUPPORT to help families achieve success

ArchwayOnline (AO) is a portal through which a student needing extra support can work towards his or her goals, whether those goals are to graduate through ArchwayOnline, return to public school, or to transition to a total homeschool program, such as HomeLife Academy. The ArchwayOnline staff is committed to helping each student achieve these specific goals.

CORE VALUES

ArchwayOnline's core values center around Christ and Family, and exemplify Flexibility, Generosity Grace, Helpfulness, Integrity and Diligence in interactions with families, staff members and our community, producing Excellence and Encouragement in all that we do.

GENERAL INFORMATION FOR ALL FAMILIES

Welcome to ArchwayOnline! We are excited that you have chosen AO to help achieve your educational goals! Our policies are outlined in this handbook, so that several of your questions or concerns are answered here. Our expectation is that parents and students begin to follow these policies on day one of enrollment. We want all of our students to have a successful experience while enrolled with ArchwayOnline and we are excited about this opportunity to support you on this journey!

Upon enrollment, a graduation plan will be designed to meet your child's educational goals and individualized to help pursue personal interests. We are happy to provide a professional staff to take care of all your school records, as well as teachers, advisors, success coaches, and tutoring to support you along the way. HOME. EDUCATION. REDEFINED.

ArchwayOnline is an accredited Category III Online School located in the state of TN serving families across the states and globally. We are accredited by Accreditation International, Association Christian School International, and Middle States Association. AO reserves the right to deny enrollment if the program is not best suited for a student's success, however we do not discriminate on the basis of religion, race, color, national origin, sex, gender, age, or handicap in admissions or access to our educational program.

ArchwayOnline provides an asynchronous learning style and has a year round school model. Students are expected to maintain their student status throughout the school year. We do not have designated breaks for summer, winter, spring, etc.

[Click here to view our 2026-27 Academic Calendar.](#)

Once you have read through and discussed the handbook with your child, make sure to click the link and notify us that you are ready to partner with us on this journey! [Click here to submit your online signature.](#)

The most updated policy information can be found at our [website](#).

Note: ArchwayOnline believes that students should be exposed to a variety of ideas and learning styles to allow them to learn how to be better students. While we do make an effort to eliminate sections of content that may not be in line with our values, there may be times throughout the course of your students' time at ArchwayOnline in which they may be exposed to beliefs or schools of thought in which they may disagree. We believe that this allows them the opportunity to develop and use critical thinking. If there is a topic that you and your student disagree with, we encourage you to have an interactive discussion with your student and engage in independent research on the topic so as to teach your student ways to address these topics when they are met with them outside of the classroom.

ARCHWAYONLINE'S COMMITMENT TO FAMILIES

- ArchwayOnline provides academic advising in order to create a plan of success for each student.
- ArchwayOnline provides a full office staff as well as teachers, success coaches, and tutoring to ensure student achievement.
- ArchwayOnline provides transcripts, diplomas, forms, and documents needed for all admission processing.

CODE OF ETHICS FOR STUDENTS AND PARENTS

All students and parents of ArchwayOnline are required to uphold the **Code of Ethics**. ArchwayOnline's foundation is built on trust. Our staff is here to support families on their home education journey. This requires honesty, commitment, and communication.

ArchwayOnline reserves the right to dismiss a student for personal and/or academic misconduct that takes place either inside or outside of the teaching home at our discretion. Fees will not be refunded.

Any activity which compromises the academic integrity of ArchwayOnline and undermines the educational process will not be tolerated and will be grounds for dismissal. This sort of academic misconduct includes, but is not limited to: cheating, fabrication, plagiarism, unauthorized use of resources, violation of published academic regulations, and facilitating academic dishonesty. Educational neglect or falsifying student's grades or records when submitting elective credits will be grounds for dismissal.

Physical or verbal threats, abuse, and/or bullying of ArchwayOnline Staff will be grounds for dismissal. This includes hateful speech, cursing, yelling, accusations and/or being generally uncooperative, argumentative, or condescending. ArchwayOnline Staff are here to serve families and should be treated with respect.

Conviction for violating Tennessee criminal codes or those of a family's residential jurisdiction will be grounds for dismissal.

RECORDS & ENROLLMENT

It is the parent's and student's responsibility to notify the previous school of withdrawal, to cancel any forthcoming payments to the previous school, and to notify AO of intent to enroll. AO will review the student's records once the records have been received from the previous school. There are two enrollment options before records are received:

- (1.) Wait for transcripts from the previous school to be sent to AO. Start a course when AO sends notification that records have been received. AO academic advisor will inform families of which courses a student needs to take.
- (2.) If all documents have been submitted to AO (including an unofficial transcript or report card) and AO is waiting on an official transcript from a previous school, a student

may begin a course immediately. It is the parent's and student's responsibility to ensure a student does not enroll in a course in which he or she has received credit from the previous school.

AO has the right to determine which credits will count towards graduation requirements when transferring from another school.

An AO academic advisor will complete an Education Plan for each student. It is the parent's and student's responsibility to discuss any necessary adjustments to the student's plan. Any change to an Education Plan should be communicated with an AO academic advisor and updated yearly ([High School Goal Based Planner](#)) to ensure that a student is still meeting target dates for class completion.

PARENT RESPONSIBILITIES

TUITION

- ArchwayOnline is a year-round (12 month) school. The financial agreement is binding after the 3 day cancellation period or once courses begin.
- Tuition cost will be published each year and may vary depending on status of the student: Domestic and International.
- Tuition payments are due each month a student is enrolled. Tuition is not prorated. Any outstanding balance must be paid before records will be released.
- A credit or debit card will be kept on file, and tuition will be processed automatically each month.
- There are NO REFUNDS once a course begins. A 3 Day Cancellation Policy allows for a 100% refund within 3 days of enrollment, if the course has not yet begun.
- If a monthly payment is missed, the family will have 5 business days to complete payment. Payments delinquent by more than 5 business days will lose access to student courses. Students who are more than 15 days delinquent in tuition payment may be withdrawn from the program. If a student is withdrawn for nonpayment, any tuition discounts will be lost, and additional fees will be required for re-enrollment.
- Any outstanding balance must be paid before records will be released.
- Tuition payments will cease starting the month after we receive official notification of your withdrawal or confirmation of your completion of graduation requirements.

ADDITIONAL FEES

Non-refundable Application Fee – **\$75**

Non-refundable Processing Fee – **\$199**

Placement Testing Fee – **\$75**

Repeat Course Fee – **\$100**

Apostilles – **\$75** for 2 pages (**\$15** for each additional document plus shipping)

Declined Payment/Reprocessing Fee – **\$25**

Re-activation Fee – **\$25**

Special Processing Fee requiring additional work and staffing – **\$25**

RUSH Fees – Expedited 3-day Processing – **\$15**

Duplicate/Replacement Forms and IDs – **\$5**

Transcript Fee – **\$7** per additional transcript request

Course Validation Fee – **\$125** per course

Additional Tutoring (2 hours per week, or 30 min./ subject) – **\$1,000.00** annually

Monthly Invoice Fee - 5% of tuition/mo

for use by International Families whose bank will not allow international recurring transactions

Shipping Fees

Certain special documents require additional shipping fees. Also, if expedited shipping is requested, or shipping through other carriers like FedEx or UPS, those shipping fees will need to be paid to AO.

SENIOR FEE – \$100

This includes: ArchwayOnline diploma, diploma cover, one official transcript (unsealed), one official transcript (sealed), recommendation letters, and requests for transcripts made up to one year after date of graduation (there is a **\$7** charge for each transcript requested after that time frame).

COMMUNICATION

- AO Professional staff are available to answer questions, provide support, and encourage students & families **during school business hours**. Those business hours may vary. Staff business hours are located in individual email signatures.
- Success Coaches are available to offer exceptional guidance to students and families **during school business hours**. Typically they will use LMS and text messaging, phone calls, Zoom, and emails to communicate with students.

Parents are expected to:

- Keep all account information current and to maintain an active email address. AO will communicate important information via email, and parents are expected to read these emails and respond within **two business days**.
- Communicate with AO staff regarding any concerns or questions.
- Update high school student's graduation plans yearly. Schedule an appointment ([domestic appt.](#)) ([international appt.](#)) or use this [link](#).
- Communicate with AO if a situation arises where a student will be out for an extended period of time or if an emergency situation arises that could affect the student's course progress.
- Log in to the Parent Portal on a regular basis to review the student's progress.

CONNECTIVITY

- Parents should ensure the student has the [appropriate computer](#), internet access, and technological skills needed for online learning success. Each course is entirely online.

ATTENDANCE

- Parents are responsible for ensuring that a student is meeting attendance requirements for the state in which the student resides. For attendance requirements for the state of Tennessee, visit: [TCA § 49-6-3001](#)
- If a student is not meeting attendance requirements, the student's account will be

placed in Pending Withdrawal Status. Courses may be disabled until the parent and student meet with an AO Academic Advisor and update learning goals. AO will work with the family to establish successful learning habits and engagement in the program, however AO reserves the right to withdraw & dismiss students from the program if adequate progress is not being made in classes and attendance is not being met.

- Parents are expected to review student progress and attendance reports weekly and make themselves aware of student engagement. Clearly communicated expectations will help ensure student achievement.
- Our Learning Management System (LMS) gives teachers real-time visibility into student analytics. Rather than just displaying a final grade or a checked-off assignment, the LMS details the number of hours and minutes a student spends actively working on a specific page, video, or assessment. This data serves as a tool for AO to monitor attendance & confirm that the student is genuinely investing the time required to understand the material, rather than simply clicking through the screens.
- Every class in our curriculum is specifically structured to meet the designated number of instructional hours required to earn academic credit for that particular subject. These hour benchmarks are set by our accrediting bodies and state guidelines to ensure educational depth and mastery. Students should accumulate the necessary active engagement hours within each individual course to successfully receive their official credit.

INTERNET SAFETY

- ArchwayOnline acknowledges that some internet sites contain illegal, defamatory, inaccurate, or offensive information. It is the responsibility of the user to utilize critical thinking skills to determine the validity, accuracy, and suitability of the content for educational purposes. Additionally, students and personnel should not send information that is illegal, defamatory, inaccurate, or offensive via the internet.
- ArchwayOnline students and parents should not reveal any personal information (description, telephone numbers, address, etc.) about themselves or others over the Internet. They should not attempt to contact anyone they have met via internet resources.
- All AO passwords are private and must not be shared.
- Parents and students are expected to notify AO's administration immediately if there is cause to suspect that the school network has been compromised, or if there is a security concern.
- School safeguarding and child protection policies are subject to annual review and revision.

DIGITAL CITIZENSHIP AND CYBER POLICY

ArchwayOnline is committed to maintaining a digital environment that is safe, respectful, and conducive to learning. This policy applies to all electronic communications, including email, message boards, social media, and learning management systems.

Professional "Netiquette" (Guidelines for Success)

To ensure clarity and professionalism in our virtual community, students and parents are encouraged to:

- **Proofread Before Posting:** Review messages for typos and tone. Remove language that could be easily misinterpreted.
- **The 24-Hour Rule:** Never send a message while angry. Wait 24 hours to compose a calm, constructive response.
- **Mind Your Volume:** Avoid using ALL CAPITAL LETTERS. In digital spaces, this is interpreted as shouting. Use bold or italics sparingly for emphasis instead.
- **Stay Topic-Focused:** Keep discussions centered on the academic subject matter rather than the individuals involved.
- **Be Clear and Concise:** Avoid excessive slang, jargon, or sarcasm, as these often fail to translate well in text-based communication.

Privacy & Safety

Protecting the privacy of our community is a shared responsibility:

- **Confidentiality:** Never reveal another person's email address, phone number, or private information without their express consent.
- **Private Discussions:** Do not "broadcast" or screenshot private online discussions to public forums.
- **Scratch Paper & Working Files:** (Per our EOC policy) All working documents and scratch paper used during exams remain part of the official academic record and should be handled with integrity.

Prohibited Conduct (Anti-Bullying & Harassment)

ArchwayOnline maintains a zero-tolerance policy for digital harassment. The following actions are strictly prohibited and may result in disciplinary action:

- **Derogatory Language:** Comments regarding race, age, gender, sexual orientation, religion, ability, political persuasion, body type, or physical/mental health.
- **Aggressive Behavior:** Use of swear words, threats, intimidation, or unwanted teasing.
- **Cyberbullying:** Engaging in cyber-stalking, public shaming, or the intentional exclusion of others in digital spaces.
- **Constructive vs. Hurtful:** Criticism must remain constructive and academic. Personal attacks or "flaming" are not permitted.

WITHDRAWAL, TLO, & DISMISSAL

TLO (tuition lock out) is a temporary discontinuance of access to ArchwayOnline curriculum. Students remain enrolled during a TLO and all financial responsibilities remain in effect during that time. If a student is withdrawn for any reason, the financial responsibility still relies on the parent/guardian/student. Any remaining balances should be paid immediately. Withdrawal or

dismissal can occur for a variety of reasons including: nonpayment of tuition, lack of engagement in the program (attendance), or lack of communication with Archway Staff. It is important to keep contact information current.

KINDERGARTEN THROUGH SIXTH GRADE INFORMATION

ArchwayOnline offers students in Kindergarten-6th grade an online learning experience similar to middle schoolers and high schoolers. AO Elementary has a complete curriculum and online learning experience. As part of the enrollment process you and your child will meet with a credentialed teacher to discuss a learning plan that will help meet your student's individual educational goal. Subject focused teachers, educational planning, and success coaching are available, as well as a full-service records department.

Time spent on classes:

- Students in grades K-2 should anticipate spending 1-2 hours per day on online coursework completing daily assignments and enrichment.
- Students in grades 3-6 should anticipate spending 3-4 hours per day on online coursework completing daily assignments and enrichment.

These times are only estimates. Additional time can be spent doing hands-on experiments, art and science projects, music lessons, as well as other meaningful activities like going on field trips. It is important to remember that parent involvement is critical during these early elementary years. AO Teachers are available to help with all educational planning and suggestions.

MIDDLE SCHOOL AND HIGH SCHOOL INFORMATION

ArchwayOnline offers a complete curriculum and online learning experience to middle schoolers and high schoolers. Academic advising, subject focused teachers, educational planning, and success coaching are available as well as a full-service records department. As part of the enrollment process you and your child will meet with an academic advisor to discuss a graduation plan that will help meet your student's individual educational goal. That plan will be shared with your success coach. High School graduation plans should be updated with the family yearly. [Update Plan Here](#)

ACADEMIC SCHOOL MODEL AND ENGAGEMENT

ArchwayOnline's model of online learning is largely asynchronous. We are year round, and do not follow a traditional school calendar. One-on-one tutoring, educational labs, and open office hours may be available to your student. It is important that you check in with your success

coach to know your options. **Please note** that teachers, tutors, advisors, success coaches, and school staff are available during posted business hours and all school appointments will be conducted during school business hours.

At ArchwayOnline a student who wishes to maintain a full-time status is required to complete 5-6 high school credits per year in order to stay on track for high school graduation. K-8 students should complete 5 courses per year in order to stay on track for promotion to next grade level.

AO recommends actively engaging in the program to ensure success. Daily assignments and target dates should be met in a timely manner and without penalty. *It is recommended that a **minimum** of 25 hours a week 52 weeks a year be committed to online class engagement.* Those hours may vary, depending on the needs of the student. Students should not try to cram all of the time in at once. It should be spread throughout the week. The timing of the hours are up to both parent & student and what works best for the family's situation. Students who work part time or even full time can still maintain full time student status. Allotting the suggested minimum 25 hours a week for online learning as well as additional hours for extra curricular learning is a simple formula that provides enough structure and consistent level of engagement throughout the week and academic school year. Your academic advisor or success coach will be able to assist you with questions regarding attendance.

Keep in mind that simply "attending class" isn't enough whether you are in a traditional public school or an online school. There will be reading, studying, assignments, quizzes, tests, exams and other deadlines that need to be met. The key to success in our program is for the parent & student to work a regular schedule of when they will do their school work and stick to that schedule. This step has a huge impact on your student's success. In general, good study habits now will set your student up for success in life. Whether your goal is to go to college, trade school, or directly enter the workforce, ArchwayOnline is here to assist you with meeting those goals and helping you achieve success.

COURSES AND TERMINOLOGY BREAKDOWN: Grades 9-12

Types of Courses:

1 credit course is approximately 150 hours and may be split between Part A & Part B for .5 credits each

.5 credit course is approximately 60-75 hours

- Students are enrolled in a minimum of two core courses at a time, and optional elective classes. Course schedules will be determined with the help of an academic advisor and success coach.
- AO Staff will work with each family to determine course load and start and end dates for each course.
- The curriculum is entirely online, however, teachers are available for tutoring one hour/week per course. Students are encouraged to communicate with teachers via Canvas (Learning Management System), email, text, and phone.

Pacing Guideline Expectations:

- Students are expected to begin classes as soon as courses are assigned, unless otherwise arranged with a success coach.
- Students are expected to complete daily assignments, projects, and quizzes. Assignments not completed on time will receive a score of zero and affect the overall grade in the class.
- Failed courses will need to be repeated, and the family will be charged a \$100.00 re-registration fee for the course.
- Daily progress (attendance review) is based on the start date and target end date for each class assigned. *Every student has access to daily course progress reports to self monitor progress efficiently within Canvas. AO staff will also monitor student progress and offer encouragement and support. This information is used to determine student progress.*
- Frequent contact with a child's success coach is recommended to help navigate through each course.
- The student is responsible to either work ahead or make up any coursework the following week in order to stay on target.
- The option to work ahead and finish class early is always available.
- Opportunities for academic support and additional tutoring are available. Please contact your success coach.

What is a Cumulative Exam?

Each course is designed with a final or cumulative exam. It is important for a student to have full knowledge of the material before taking any unit test or final exam. Each exam is open-notes. Please be fully prepared to use your course notes at the time of testing.

RETAKE FAILED COURSES

ArchwayOnline offers remediation and support in classes. There should be no reason a student fails a course, other than lack of engagement. Failed courses will need to be repeated, and the family will be charged a \$100.00 re-registration fee for the course.

CREDIT TRANSFERS

An AO Academic Advisor will review the official transcripts to determine how high school credits will transfer and be applied toward AO graduation requirements. If the student does not have an official transcript, the student must pass a proctored exam for each core course that is being transferred to AO. When testing out to validate a transfer credit, the student must score 60% or above to receive credit. Additional fees may apply for testing.

LABS

If labs are part of the course requirement, they are to be completed by the student at home.

ELECTIVES

Students may choose to take elective classes outside of the ArchwayOnline program. When considering this option, note that logs of both evidence and time spent must be submitted for review to AO in order to receive credit for these courses. [Instructions here](#). An AO advisor

will review documentation for credit acceptance. The teacher of record must provide the following in order for the class to be validated and accepted:

- Course scope and sequence outline
- Hour log, fitness log, or some sort of time spent on course report, including start and end date.
- Completion artifact, that can include but is not limited to: short research paper related to the content, summary of participation, assessment or assignment example, list of all activities completed including grade, proctored final exam of equivalent course, and others upon approval.

GRADE REPORTING

COURSE COMPLETION

Courses should be completed at 100%. If the course is not completed at 100%, an In-Progress Grade or Incomplete Grade will be issued. Overall grade will be used for courses 100% completed.

IN-PROGRESS or INCOMPLETE COURSE

If a student withdraws or needs a transcript during the normal school year, a course that is not completed may be listed on the transcript as IP or I. For example, a student may need an IP on transcripts being sent to colleges, exploratory transcripts, and withdrawal transcripts.

COURSE DROPPED

Courses are changed as needed for student success. If a course is dropped, it will not show up on the transcript.

STUDENT RESPONSIBILITIES

Students are expected to uphold the AO Code of Ethics when using the curriculum as agreed upon at the time of enrollment

DAILY WORK

- A student may complete coursework according to his or her own schedule.
 - See Pacing Guidelines above

ASSIGNMENTS

- Students will submit all assignments online and on time.
- All submissions are considered to be formal, academic submissions. All teachers expect grammar conventions. All submitted assignments should contain:
 - Capitalization:** All proper nouns and names must be capitalized, regardless of subject area. Beginning a sentence with a lowercase letter is never appropriate in formal submissions.
 - Punctuation:** Periods and commas should be included in every submission. Omitting punctuation is never appropriate in formal submissions.

Structure: A paragraph should be three to five sentences long. An essay should have a strong idea (thesis) that is supported by facts in the essay. Sentences should be clear and easy to understand without complicated or incomplete structure.

Grammar: Correct grammar is expected for every submission in every course.

- In order to receive full credit for any assignment, a student must demonstrate an understanding of the assignment. By submitting assignments that have been revised and edited for correctness, a student best demonstrates this understanding.

NOTE TAKING

AO encourages taking notes in all classes! Guided notes are available in some courses. This is an excellent strategy for learning! A student may use notes on quizzes and exams. If a student records notes electronically, these notes must be printed out before the final exam.

TIPS FOR STUDENT SUCCESS

- Strive to complete work daily in each course.
- Communicate with your teachers and success coach & share any concerns.
- Reach out to the teacher for help when needed.
- Don't cheat. Teachers want to see your own work.
- Find hobbies or other interests to be involved in outside of the online courses.

Colleges like to see well rounded students that are able to show leadership skills, involvement in the community, church, clubs or other organizations as well as volunteer work outside of school.

ACADEMIC INTEGRITY

Academic Integrity means that a student submits only his or her original thoughts on all assignments **at all times**. The most common types of academic dishonesty include: cheating, copying part or all of an assignment from another source (both from other students & from other sources), and failing to properly cite sources used during research. When a student fails to demonstrate academic integrity, he or she is plagiarizing. The definition of **plagiarism** is: copying or imitating the language, ideas, and thoughts of another writer and passing them off as original work.

Specific examples of plagiarism that will not be tolerated are:

- Improper use of artificial intelligence in student coursework. For more information on the role of AI in your online education, [click here](#).
- Copying or rephrasing another student's work.
- Having someone else write an assignment or rephrase any part of an assignment (not just proofread it).
- Directly copying student aids (i.e. Cliff Notes), critical sources, or reference materials in part or in whole without acknowledgment.
- Indirect reproduction of student aids, such as Cliff Notes, Cole Notes, critical sources, or reference materials by rephrasing ideas borrowed from them without

acknowledgement.

No form of plagiarism or improper use of AI will be tolerated at ArchwayOnline. The following explains the steps taken for each plagiarism offense.

FIRST OFFENSE

- The teacher will give the student a documented warning.
- The student will be allowed to re-submit the assignment after the teacher and the student have discussed why the assignment was flagged for plagiarism.
- Parents are notified.

SECOND OFFENSE

- The assignment will receive a grade of zero.
- The teacher will notify the student of his or her second documented offense,
- The teacher may choose to assign a video lesson with questions about plagiarism. The student may be allowed to re-submit the assignment for partial credit.
- Parents are notified.

THIRD OFFENSE

- The teacher will notify the student of his or her third documented offense.
- The student and parent will meet with a member of the ArchwayOnline Administrative Team to determine the consequences and course of action, as well as possible dismissal from AO.
- Submission of AI-generated work is considered academic dishonesty and will result in an automatic grade of **zero**. In the event of a course failure stemming from unauthorized AI usage, an administrative **reset fee of \$100.00** will be assessed to restore the student's access to the curriculum.

HOW TO AVOID PLAGIARISM

- **Remember teachers want to see original work.** It is NEVER acceptable to utilize Wikipedia, Yahoo Answers, Brainly.com, AI resources like ChatGPT, or any other website to copy information to submit an assignment. It is not enough to simply put a link at the bottom of the page to "cite" the source. *If a student is using words that are not 100% completely his or her own, the student MUST use quotation marks around the information and put the citation not only at the end of the paper, but at the end of the quotation.*
- **Use Multiple Sources.** Since changing only a few words is still plagiarism, it is helpful to use more than one source when doing research.
- **Work on assignments daily.** When a student feels rushed to complete an assignment because he or she has not been working daily, the student becomes tempted to take shortcuts like copying and pasting information from websites and submitting information. This is an example of cheating.
- **Demonstrate understanding.** Some students will look at comprehension questions – like questions from a novel or other reading – and just type that question into the Google search engine, copy what is found, and then hit submit. This too is

plagiarism.

- **Do not share work with other students.** Some students are in the same courses as other students they know. These students can be tempted to share assignments. Teachers are watching for this and most other types of plagiarism.

IMPORTANT TESTING INFORMATION FOR ALL GRADE LEVELS

As a **Category III accredited school** in the state of Tennessee, ArchwayOnline offers yearly standardized testing for all students in **grades 3–12**. To maintain our accreditation and your student's academic standing, we utilize a collaborative registration process:

- **Active participation from both parent and student** to ensure the testing process is successful. Together, you will be responsible for selecting and registering for the appropriate grade-level exam.
- **The CLT Advantage:** ArchwayOnline utilizes the [Classic Learning Test \(CLT\)](#), which students complete from the convenience of their own homes.
- **Your Responsibility:** During the designated **AO testing window** each school year, parents and students must log in to the registration portal to secure a testing slot. Taking this active step together ensures that the student is prepared for the specific format of the exam.

ACT/SAT REGISTRATION

Refer to the following information when registering your child for alternative testing options.

- For registration for the ACT visit: [ACT Test Registration](#)
- For registration for the SAT visit: [SAT Test Registration](#)

IMPORTANT : When registering for the ACT or SAT, list ArchwayOnline as the student's school. The College Entrance Exam Board (CEEB) Code to use when registering is: 430-066. For location, enter: Jackson, TN.

ARCHWAYONLINE GRADUATION REQUIREMENTS

The following information constitutes the minimum requirements for an ArchwayOnline (AO) Diploma. It is the parent's responsibility to work with an AO academic advisor and the student to build a plan of study that fits the student's educational goals. AO's requirements are in line with the State of Tennessee's requirements for earning a diploma. If a family does not reside in TN, that family is responsible for ensuring a student completes any additional coursework needed to satisfy individual state guidelines or college admissions requirements.

Students must meet the following criteria prior to being issued a diploma from AO:

- Satisfy all payment requirements including Senior Fees.

- Satisfy all credit requirements (see below).
- Satisfy any testing requirements.

Tuition payments will cease the month following graduation once all requirements for graduation have been met:

- Senior Fee received
- Final Survey completed and returned
- Elective Credits submitted for review
- Transcript Review completed by advisor

AO CREDIT REQUIREMENTS FOR GRADUATION

ENGLISH | 4 CREDITS
MATH | 4 CREDITS
NATURAL SCIENCES | 3 CREDITS
U.S. HISTORY | 1 CREDIT
SOCIAL STUDIES | 2 CREDITS
PERSONAL FINANCE | 0.5 CREDIT
PHYSICAL EDUCATION | 1 CREDIT
HEALTH/WELLNESS | 0.5 CREDIT
ELECTIVES | 6 CREDITS
TOTAL | 22 CREDITS

ADULT EDUCATION

ArchwayOnline accepts adult students ages 18+.

- Adults are considered eligible if 18 and over.
- An AO Academic Advisor will review transcripts to see what courses will be needed to graduate.
- Adults must pay all required AO fees.
- AO will not process an application until the Application Fee has been paid and registration completed.

NOTE: AO must have an [Authorized Account and Disclosure](#) form signed by the adult student if this adult student wishes for AO to be able to speak to another person such as a parent or spouse concerning the adult student's education.

REQUEST MANAGER

By using Request Manager, parents can make a request to speak to an AO advisor or to request specific documents. Requests will be answered in the order they are received. Please allow 5-7 business days for AO staff to complete the request.

1. From the AO home page, [go to my AO](#) page and click on Request Manager to make requests.
2. Click on the drop down menu next to Request Type and make the request
3. Requests may also be emailed to: records@archwayonline.com if Request Manager is unavailable.

Types of Requests a parent can make:

- **Speak to an Advisor:** To request to speak to an advisor, enter a request in Request Manager. An ArchwayOnline advisor will either call directly, or send an email with information and a link to set up an appointment. A response may take longer during the busy season which runs from April-September.
- **Requesting Documents:** To request documents, enter a request in Request Manager. *Requests may also be emailed to: records@archwayonline.com if Request Manager is unavailable.* Specific documents that may be requested include:
 - Transcript
 - Diploma
 - Driver's License Form (SF 1010)
 - Work Permit
 - Proof of Enrollment
 - Social Security Forms
 - Student IDs
 - Recommendation Letters
 - Good Student Certificate

Please note that certain documents have prerequisites that must be met in order to process a request. ***For example, a student must meet attendance requirements and be in good academic standing in order for a Driver's License, work permit, or SS form to be issued.*** The ArchwayOnline records department can assist with this process. Requests are handled in the order in which they are received. Most requests are processed within 7-14 business days. Transcripts, diplomas, and other requests may take longer during busy seasons. A \$15 RUSH fee may be paid to expedite the request. RUSH requests are processed within three (3) business days.

ARCHWAYONLINE: PARENT POLICY AGREEMENT

- ☐ I understand that I, the parent (homeschooler), am responsible for the success of my student and I am in charge of making sure my student is actively engaging in the program. This includes but is not limited to: checking that assignments are completed, staying current, and helping navigate course content. I am also aware that it is my responsibility to ensure that my child is following the Attendance Requirements as listed for the state in which I reside (for TN residents, that is TCA § 49-6-3001)
- ☐ I understand that my child has an academic advisor, teacher, and/or success coach available to contact with any questions or concerns during posted business hours. Communication with AO Staff is vital to my child's success and I will respond to emails, texts, and calls in a timely manner (within two business days).
- ☐ I understand the parental obligations regarding tuition and fees. It is clear that if I miss a monthly payment, my child may lose access to his or her classes. Additionally, if I miss payments and lose access for 30 days, my child may be withdrawn from ArchwayOnline and additional fees will be required to reactivate enrollment.
- ☐ I understand that tuition payments are due each month my student is enrolled. I understand that tuition will not be prorated if my student is unenrolled part way through the month. Any outstanding balance must be paid before records will be released.
- ☐ I understand the ArchwayOnline policy regarding Academic Integrity and have discussed this policy with my child. I know what plagiarism is, and understand the consequences if my child plagiarizes, cheats, or uses outside resources on any assignment in an unethical manner.
- ☐ It is my responsibility to contact ArchwayOnline if my student needs to drop a course or withdraw from the program. Tuition payments will stop the month following graduation or withdrawal.
- ☐ I have read and understand the Code of Ethics for Parents and Students.
- ☐ I have received and read a copy of the ArchwayOnline Parent/Student Handbook. I understand that I am responsible for awareness and knowledge of all policies, procedures, parent obligations, student obligations, and all additional information included in the ArchwayOnline Parent/Student Handbook.

[Please click here to submit your online signature.](#)

Please be cognizant that policies are frequently updated on the school's website (www.archwayonline.com). ArchwayOnline website will supersede the handbook policy as we reserve the right to update and amend policies without notice. Please check the website periodically to stay current on all information.