

2023-2024

ONBOARDING PACKET

YOUR GUIDE TO BUILDING A
PERSONALIZED AND SUCCESSFUL SCHOOL YEAR

COMING TOGETHER IS A beginning;
KEEPING TOGETHER IS progress;
WORKING TOGETHER IS success.

-HENRY FONDA



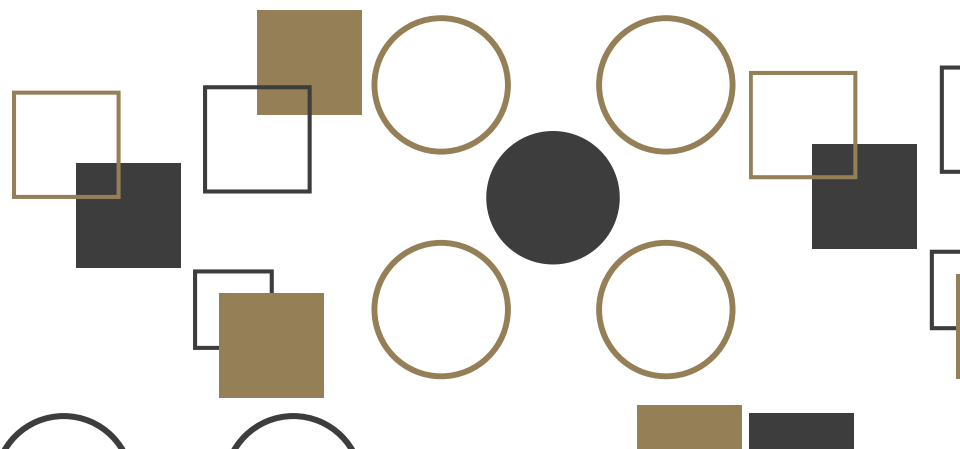
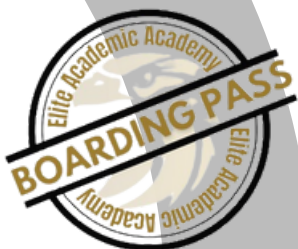
PARENT



STUDENT



TEACHER



BE elite!



Welcome to Elite Academic Academy! We are honored and humbled that you have chosen our school as your school of choice. Elite Academic Academy exemplifies the spirit of the charter school movement. Our Homeschool, Virtual, and Flex Academy options allow each learner to find an independent study program that meets their unique learning style.

Focusing on the core values of responsibility, communication, and teamwork, we work to create an environment where all students can soar. In addition to their high-quality core education, we provide many opportunities for your child to spread their wings and explore without limits. Our Elite Athletic Clubs, Visual and Performing Arts Groups, Career Technical Certification, Quest Crew Outdoor adventure, field trips and more provide an opportunity for your child to connect with their passion, connect with other students and learn hands-on. We hope you and your family take advantage of these wonderful opportunities while on your journey with Elite.



MEGHAN FREEMAN

CEO, Elite Academic Academy

At Elite Academic Academy, we are committed to providing a superior independent study program and look forward to partnering with you to help your student reach new heights.

Best wishes,

Meghan Freeman, CEO





KEEP track

Student Elite Email

_____@eliteacademic.com

Password: _____

Parent Square Account

Login: _____

Password: _____

Teacher of Record (TOR)

Name: _____

Email: _____

Phone: _____

Other Account _____

Login: _____

Password: _____



ELITE STAFF IS HERE TO help you navigate *YOUR JOURNEY*

MAIN NUMBER 1-866-354-8302

Name	Department	Email Address	Extension
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Evan Jorgensen Director	Homeschool Academy	ejorgensen@eliteacademic.com	724
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Jen Edick SPED Coordinator	Special Education	jedick@eliteacademic.com	762
Nicole Lively Counselor	School Counseling	nlively@eliteacademic.com	755
Chris Waithe Technology Support Coordinator	Technology	elitetechdept@eliteacademic.com	744
Andy Allanson Athletic Lead	Athletics	aallanson@eliteacademics.com	709
Ashlea Kirkland-Haynes Chief Student Development Officer	CTE & Elite Clubs	akirkland@eliteacademic.com	705



YOUR NEW ELITE EAGLE TRAVEL ITINERARY AWAITS YOU!

WELCOME TO ELITE ACADEMIC ACADEMY! WE ARE EXCITED TO BE YOUR TOUR GUIDE ON YOUR FIRST JOURNEY WITH US!

1

FIRST STOP: Getting to Know You
Receive Welcome Letter and/or Call
Complete Welcome Survey
Attend Elite Overview Orientation
Confirm Academy selection



2

SECOND STOP: Getting to Know Elite
Phone chat to review the Onboarding packet
Confirm contact and enrollment information
Schedule Initial Reading and Math Diagnostic
Connect you with other departments as needed



3

THIRD STOP: Getting to Know Your Academy
Meet your Academy Onboarding Coach
Attend an Academy Orientation
Learn the tools needs to navigate the school year



4

FINAL DESTINATION: Getting to Know Your Teacher
Assigned to Teacher of Record
Work together to prepare a personalize plan
Discuss diagnostic results
Select/order curriculum










Where can I go to get information?

Throughout this guide, you will find QR codes that link to information on our website. If you have never used a QR code before, turn on your phone's camera and scan the QR code. A website will appear on the screen. Click it to open it in your mobile browser.



	Website	eliteacademic.com
	ParentSquare	parentsquare.com/schools/2978/feeds
	Instagram	@eliteacademic
	Twitter	@Elite_Academic
	Facebook	Elite Academic Academy



Getting to know *YOU*





Getting to know you

WELCOME TO THE ELITE FAMILY

First and foremost, as a school of choice, we count it an honor that you have chosen Elite as your educational partner.

Elite is a premiere independent study program that strongly believes that each student's journey to success and their educational pathway should be and is very personal. We pride ourselves on providing academic choices and giving parents the opportunity to personalize their child's education in a manner that best suits their needs and interests.

Each student's journey begins with you. That is why I am here. Together we will be personalizing your onboarding process. It is my goal to make sure you are fully introduced to our school and able to successfully navigate the resources that are available to you. I will also be here to answer questions or lead you to resources.

Together we will walk through this planner. I will be here to answer questions and put you in contact with the proper school staff members to assist you with any needs or interests.

At the end of our time together, you will be introduced to your student's Teacher of Record and they will take care of all of your student's specific educational needs.

During our initial meeting, I would like to take a few more minutes to go over a few foundational bits of information so that I can access your needs and make sure I provide the best service to you. Please take a moment and think over these questions in advance.

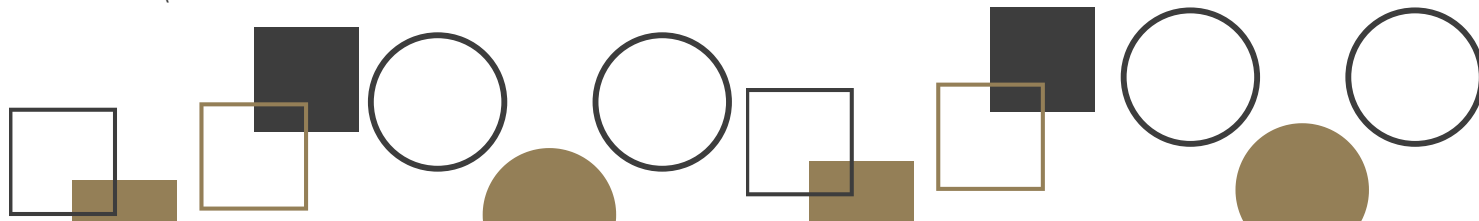
Why did you choose Elite Academic Academy as your educational partner?

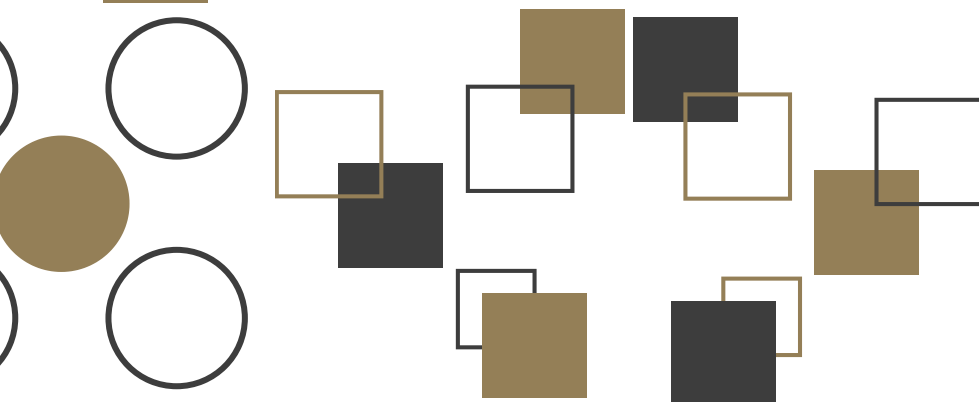
Which Academy have you selected for your student (Flex, Virtual, Homeschool)

Have you completed the survey that was in your Admission letter?

Looking forward to meeting you and helping to guide you and your students(s) to a personalized and successful academic year.

Sincerely,
Your Elite Onboarding Coach





	HOMESCHOOL	FLEX	VIRTUAL
GRADES SERVED	TK-12	TK-8	6-12
LEARNING MODEL	HYBRID IN-PERSON/ONLINE	HYBRID IN-PERSON/ONLINE	ONLINE
PARENT/GUARDIAN PRIMARY ROLE	IMPLEMENT DAILY LESSONS	ENSURE STUDENT WORKS DAILY	SUPPORT STUDENT PROGRESS
WEEKLY SESSIONS WITH ELITE CREDENTIALLED TEACHER(S)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
FLEXIBLE DAILY SCHEDULE	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
UC A-G COLLEGE-APPROVED COURSES	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
CAREER/TECHNICAL (CTE) COURSES	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
PARTICIPATE IN INDIVIDUAL AND SCHOOLWIDE ENRICHMENT OPPORTUNITIES	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>



FLEX



HOMESCHOOL



VIRTUAL

Each of Elite Academic Academy's three academies provides a personalized learning approach. The way in which they provide this personalization, however, is different. Details about how each academy approaches learning will be provided in Academy orientations.

Academy *EXPECTATIONS*



Notes from Stop #1



Getting to know *ELITE*





Join an Elite Orientation

Get a general overview
Speak to Academy Leaders

Welcome
Elite Academic Academy



Marisa Thompson
Coordinator of
Curriculum & MTSS

*"Great teachers empathize
with kids, respect them,
and believe that each one
has something special that
can be built upon."*

– Ann Lieberman

#BeElite

Wednesday, May 17th @ 12pm-1pm

Wednesday, May 24th @ 6pm-7pm

Tuesday, June 27 @ 12pm-1pm

Wednesday, June 28 @ 6pm-7pm



Your year in review

ONBOARDING PROCESS: APRIL - AUGUST

FIRST DAY OF SCHOOL: AUG 28

1st Semester: Aug 29 - Jan 19



Learning Period End Dates

Oct 6, Nov 17, Jan 19

Days Off/Holidays/Important Dates from Calendar

Labor Day - Sep 4

Veteran's Day - Nov 10

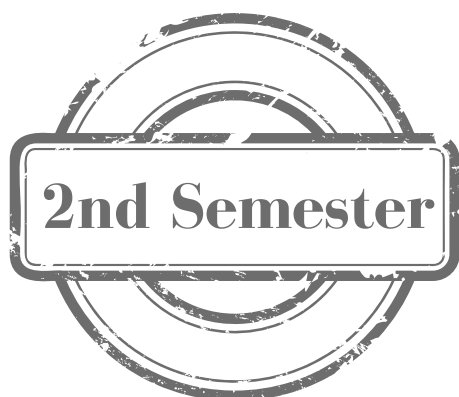
Thanksgiving Break - Nov 20-Nov 24

Winter Break - Dec 18-Jan 5

Martin Luther King - Jan 15

Non-School Day - Jan 22

2nd Semester: Jan 22 -June 12



Learning Period End Dates

Feb 14, Mar 22, May 3, June 12

Days Off/Holidays/Important Dates from Calendar

Presidents' Weekend - Feb 15 and Feb 19

Spring Break - March 11-15

End-of-Year Testing Window - May-June

Memorial Day - May 27

2023-2024 school year calendar

2023 - 2024 Traditional Calendar

JULY							AUGUST							SEPTEMBER							OCTOBER							Important Dates
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	- First Day of School - Labor Day - Veteran's Day - Thanksgiving Break - Winter Break - Martin Luther King Jr. Day - End of Semester 1 - Semester Break Non-School Day - PD for Staff; Non-School Days - Presidents' Day - Spring Break - Memorial Day - Last Day of School
						1								1	2	3	4	5	6	7	8/28							
2	3	4	5	6	7	8	6	7	8	9	10	11	12	3	4	5	6	7	8	9	9/4							
9	10	11	12	13	14	15	13	14	15	16	17	18	19	10	11	12	13	14	15	16	11/10							
16	17	18	19	20	21	22	20	21	22	23	24	25	26	17	18	19	20	21	22	23	11/20 - 11/24							
23	24	25	26	27	28	29	27	28	29	30	31			24	25	26	27	28	29	30	12/18- 1/5							
30	31																				1/15							
																					1/19							
																					1/22							
																					2/15 & 2/16							
																					2/19							
																					3/11 - 3/15							
																					5/27							
																					6/13							

Key			
	First & Last Day of School		
	End of Learning Period		
	Holiday		
	Non-school Days		





STUDENT/PARENT handbook

The Elite Academic Academy Student/Parent Handbook is a tool to support students, parents and staff. It contains information and procedures focused on ensuring Elite Academic Academy students receive a superior education with unparalleled flexibility, personal support, and learning options.

**SCAN
ME!**



Refer to the Elite handbook on our website whenever you have questions about:

Master Agreements
Academics
Student Support Services
Attendance
Student Educational Funds
Technology and Online Services Policies/Procedures/Regulations

Notes from Stop #2



Getting to know

YOUR STUDENT





STUDENT ASSESSMENT

i-Ready

We use iReady as an internal tool to help us determine a student's baseline and to monitor progress throughout the school year. A student's goals, growth, and support are very personalized. Each new student is required to take the diagnostic upon enrollment. The results obtained help to determine the best curriculum and help you and your teacher with academic planning.



WHAT IS THE I-READY DIAGNOSTIC?

The i-Ready Diagnostic is an adaptive assessment that adjusts its questions for each student. As a student answers correctly, the questions get more difficult. As a student answers incorrectly, the questions get easier. This adaptability allows the i-Ready Diagnostic to identify the strengths and opportunities for growth of each student.

Why is my student taking it?

The purpose of the i-Ready Diagnostic is not to give your student a grade, but instead to determine how best to support their learning. It will help you and your student's teacher(s) determine their needs, personalize their learning, select appropriate curriculum, and monitor progress throughout the year.



Learn more about
iReady at the
Family Center

Curriculum



Regardless of the Academy your child attends, you will receive access to high-quality curriculum tailored to your child's needs.

In addition to core courses, middle and high school students are provided opportunities to participate in Career Technical Education (CTE) courses, as well as electives that provide a well-balanced academic experience. Not only do we offer courses written by high-quality Elite educators, but we also partner with various top-quality curriculum providers to ensure students receive personalized learning tailored to their needs.



FLEX

Students have access to both blended and offline curriculum for their core curriculum. For online courses, students use workbooks in addition to their online coursework to provide a structured, blended learning experience. Middle school students have access to online electives, in addition to the core courses they attend.

Flex Curriculum



HOMESCHOOL

Homeschool parents work with the Elite Educator to choose curriculum for your child that best fits the child's academic needs. Our homeschool team partners with a variety of top quality curriculum providers to ensure we meet your child's unique learning style.

Homeschool Curriculum



VIRTUAL

Virtual students have access to the highest quality digital curriculum written by our high quality teachers, as well as curriculum from top quality providers. Coursework is rigorous, engaging and packed with exciting and relevant multimedia elements designed to engage students for improved learning, mastery and retention.

Virtual Curriculum





HIGH SCHOOL COURSE

Planning Overview

	University of California	Cal State University	NCAA Requirements	EAA Graduation Requirements
	Grade of C- or better in all approved courses (11 courses completed prior to senior year)		16 <u>core courses</u> (10 completed prior to senior year)	Grade of D- or better
A. Social Science/History	2 Years World History A/B US History A/B		2 Years World History A/B US History A/B	3 Years World History A/B US History A/B Government Economics
B. English	4 Years English 9 A/B English 10 A/B English 11 A/B English 12 A/B			
C. Mathematics	3 Years (4 years recommended) Algebra 1 A/B Geometry A/B Algebra 2 A/B		3 Years Must include Algebra 1 A/B	2 Years Algebra 1 A/B Other A/B Math course
D. Science	2 Years (3 years recommended) Biology A/B Chemistry A/B		2 Years Natural Science Physical Science	2 Years Life Science A/B Physical Science A/B
E. Language Other Than English (LOTE)	2 Years of the Same Language (3 years recommended)			1 Year LOTE A/B
F. Visual and Performing Arts (VAPA)	1 Year (2 semesters of the same discipline)			1 Year VAPA A/B
G. Electives	1 Year Any approved class from A-G categories (including CTE pathways)		One additional year of English, Math or Science	80 Elective Credits (any class beyond the minimum requirements, including CTE Pathways)
Physical Education			Students must register through the NCAA Eligibility Center	2 Years PE 1 A/B PE 2 A/B
Other	Optional SAT or ACT Exams		4 Additional Years of English, Math, Science, Social Science or LOTE	
Minimum GPA	3.0	2.5	2.3	Total of 230 credits

For specific questions about high school graduation requirements, contact Nicole Lively, School Counselor. nlively@eliteacademic.com



CTE

Want to prepare for a career while you're in high school? High School students can take career courses that deliver real world insights and information about a profession. These courses are taught by experienced industry professionals and offer students hand-on experience.

Pathways Currently Offered for Elite High School Students

- Marketing
- Hospitality, Tourism and Recreation
- Software and Systems Development
- Education
- Public Safety
- Patient Care (sports medicine)
- Residential and Commercial Construction
- Entrepreneurship/self-employment



Student Interest Clubs

Elite also offers many student interest clubs hosted by both our staff and students. There is something for everyone! Please ask your Teacher of Record if you would like to join a student interest club.

- Anime and Comic Club
 - Confection Connection (baking)
 - Creative Writing
 - Rad Readers
 - Podcast
- And much more!



ENRICHMENT Opportunities

In addition to receiving an exceptional academic education, Elite students have amazing opportunities to participate in enrichment activities and field trips where they can pursue and explore their extracurricular, career/vocational interests or passions.



SCHOOL SPONSORED FIELD TRIPS

Elite organizes various field trip opportunities throughout the year. Check the Parent Square announcements and calendar for all the latest opportunities.





Getting to know *YOUR TEACHER OF RECORD*





MEETING YOUR Teacher *OF RECORD*



PARENTS SHOULD...

come to the meeting ready to share their insights on the student's strengths and areas for growth, as well as any questions about Elite that need to be answered.



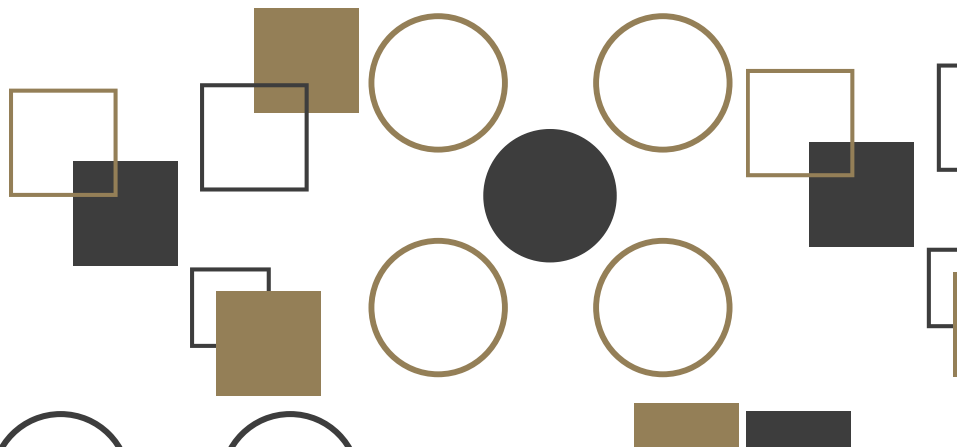
STUDENTS SHOULD ...

come to the meeting ready to share their academic goals, as well as share their interests and passions, so that the teacher can help determine the proper curriculum for the student.



TEACHERS SHOULD...

come to the meeting excited to get to know the student and parents. With lots of information about curriculum, enrichment, and other opportunities. The teacher will help build a learning path for the student.



PARENT/GUARDIAN responsibilities



What is the role of the Elite parent/guardian?

PARENT SUPPORT IS VITAL TO STUDENT SUCCESS!

- Help your student establish and maintain a regular schedule for working on courses daily.
- Set up a study space, including any technology required, so that your child has a focused place to learn.
- Monitor your student's progress often.
- Respond to school communications in a timely manner.
- Ensure student attends and complete all mandated school assessments.
- Provide any necessary documentation and information to the school in order to record attendance in accordance with applicable law, including Learning Log signatures
- Update contact information whenever it changes
- Attend IEP/504 meetings (if applicable).

HELP

Help your child set goals to stay on pace. Depending on the child's age, this can include reviewing the course schedule or syllabus, with your child often to help keep them on track.

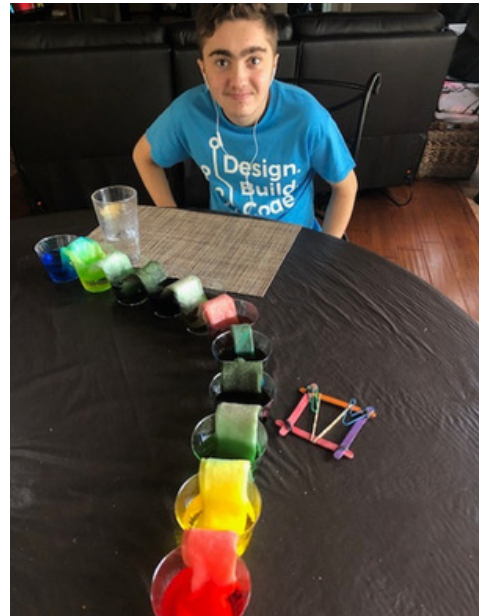
ENCOURAGE

Encourage a growth mindset by showing your child that taking risks and making mistakes are a natural part of the learning process. Explain that trying hard things is what helps us grow, and you can't be perfect when you try something hard!.

ENGAGE

Attend webinars, field trips, and other opportunities so that the entire family feels connected to the school. Reach out for support whenever it is needed.

Student responsibilities



What is the role of the Elite student?

LEARNER

Engage in the academic learning experiences provided by the Teacher of Record, Content Teacher, and any other Elite staff.

COMMUNITY

Join Elite clubs, or participate in online and in-person field trips so that connections are made with peers and the entire ELite community.

GROWTH MINDSET

Look for challenges and embrace them as learning opportunities. When facing struggles, persist and ask for help when needed.

STUDENT SUCCESS IS ATTAINABLE FOR ALL AT ELITE!

- Participate in daily educational learning as outlined in the learning path provided by the Teacher of Record.
- Attend all meetings scheduled with the Teacher of Record or other Elite staff.
- Ask for help whenever it is needed.
- Try your best on all assignments and assessments.
- Attend clubs, field trips, and virtual events to feel connected to the school.
- Be curious, have fun, work hard, and develop a love of learning!

TEACHER OF RECORD responsibilities



What is a Teacher of Record (TOR)?

EDUCATOR

Responsible for the academic and overall success of students by not only teaching the academic content, but offering a sense of community and belonging to all their students .

PARTNER

The parent's/legal guardian's primary contact for their student's educational needs. This partnership is ongoing and critical to the student's academic success

SUPPORTER

Be with the Elite student throughout their experience with EAA to continuously support students, pass along general announcements, and work with parents to bridge student success.

IN ADDITION, YOUR TOR...

- Develops an academic plan that meets the student's unique needs, and supports the learning progression within that plan
- Works with parents to ensure students have proper tools to engage in curriculum Meet with students regularly for learning academic counseling, and tutoring. Proctors internal and state assessments for their students.
- Monitor students' educational funds to help the student access all academic and enrichment options available
- Acts as a liaison between the student and the content teachers, if applicable.

MEETING EXPECTATIONS

Grade Span	Live Interaction	Synchronous Instruction
TK-3	n/a	Daily
4-8	Daily	Weekly
9-12	n/a	Weekly

STUDENT PROFILE



SHORT TERM: GOAL 1

LONG TERM: GOAL 1

HOBBIES, INTERESTS, SKILLS

THIS YEAR I WOULD LIKE TO LEARN MORE ABOUT:





504 Quick Reference

504 Students

Identification Guidelines: 504 Plans require that a student has a medical diagnosis that impacts the student in a major life activity within the educational setting.

504 Plans are designated under **general education responsibilities and financial support**. The meetings are held **annually**. However, if a parent or a team member expresses any concern regarding the student not making adequate progress, a 504 meeting can be scheduled to make adjustments to the Plan's accommodations.

Teacher 504 Responsibilities

- Be familiar with the accommodations listed in the 504 Plan.
- Ensure that all accommodations are being implemented.
- Track the student's progress (collect data) through assessments, grades, work samples, observations, etc.
- Contact your director with questions/concerns about progress.
- Be sure to contact your director if the parent shares any information (verbal or written) that is relevant to the student, expresses any concern, requests another meeting, or requests further assessments.
- Attend the 504 meeting being prepared to share your collected data and information about the student's progress.

Contacts

if you have any questions or concerns, please email Jen Edick or Michonne Taylor.

Jen Edick
Special Education Coordinator
jedick@eliteacademic.com

Michonne Taylor
Special Education Administrative Assistant
mtaylor@eliteacademic.com



IEP Quick Reference

IEP Students

Identification Guidelines: Students are identified for special education through a full evaluation in all areas of suspected disability. Holding an Individualized Educational Plan (IEP) meeting is required to formalize the qualification.

IEP meetings are held **annually**. However, if the parent or team member expresses any concern regarding the student not making adequate progress, an IEP must be scheduled. **Timelines** are very important in special education. Please ensure all of your communications are done in a timely manner.

Teacher IEP Responsibilities

- Be familiar with the goals, accommodations, and/or modifications listed in the IEP.
- Ensure that all accommodations and/or modifications are being implemented.
- Track the student's progress (collect data) through assessments, grades, work samples, observations, etc.
- Contact IEP team member/service provider with questions/concerns about progress.
- Be sure to contact the SPED team if the parent shares any information (verbal or written) that is relevant to the student, expresses any concern, requests another meeting, or requests further assessments.
- When you receive notification of an upcoming IEP meeting, please complete the student information feedback form (including as much detail as you can) as soon as possible.
- Attend the IEP meeting being prepared to share your collected data and information.
- Follow the instructions and guidance for the IEP administrator designee during the IEP meeting.

Contacts

if you have any questions or concerns, please email Jen Edick or Michonne Taylor.

Jen Edick
Special Education Coordinator
jedick@eliteacademic.com

Michonne Taylor
Special Education Administrative Assistant
mtaylor@eliteacademic.com



*Thank
you!*

Thank you, parents and guardians, for completing this onboarding packet, we are excited to have you on board for the 23-24 school year.



#BeElite

A special thanks to Elite's amazing Marketing and Assessment Teams for designing this packet