

The background of the cover is a collage of mathematical and educational items. At the top, there's a wooden ruler and a pair of compasses on a blue background with some handwritten equations. On the left, a green background features a pencil and some purple scribbles. On the right, a blue background shows a ruler and some yellow and green scribbles. At the bottom, a red background contains a calculator and various mathematical notations like $DJ=24$, $D_B=18$, $D=RT$, and $RJ=2$.

REAL VIRTUAL SUMMER ACADEMY

STUDENT HANDBOOK & ONLINE LEARNING GUIDE 2011





Welcome!

As the Executive Director of the Regional Enrichment and Learning Center, I would like to welcome you to our Virtual Summer Academy. Many of our students who are in need of summer credit or course recovery are already "online", so the REAL Center has decided to bring learning to the students. There are many advantages to a virtual summer school. We have found that families work and cannot transport their students to our center or have planned family vacations during the scheduled course times. Students want to sleep late, spend time with their friends, and go to the pool or the mall!

Now students can take summer courses wherever they are, even if the family is on vacation. Without the restriction of specific time schedule, students can take courses any time during the day or evening.

We provide you with this handbook in an effort to inform you about our policies and procedures that will affect your children this summer.

I encourage you to be actively involved in your children's education this summer. The summer academy program is completed in a short period of time, and there will be plenty of work to be accomplished.

Please feel free to contact us if you have any ideas or suggestions!

Sincerely,

A handwritten signature in black ink that reads "Barbara C. Donahue". The signature is written in a cursive style.

Barbara C. Donahue, M.A.
Executive Director



2011 SUMMER CALENDAR

June 2011						
S	M	T	W	TH	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

June

- 1 - Registration begins for Virtual Summer Academy
- 15 - Students may begin courses

July 2011						
S	M	T	W	TH	F	S
					1	2
3	CLOSED	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24 31	25	26	27	28	29	30

July



- 4 - Fourth of July - REAL Closed
- 6 - Courses must be started by this date

August 2011						
S	M	T	W	TH	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

August

- 8-11 - Final exams held at the REAL Center
- 12 - All courses must be completed

The REAL Center will be closed on Fridays in July and August

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STUDENT & PARENT ACKNOWLEDGEMENT

PLEASE MAKE SURE YOU REVIEW THIS INFORMATION BEFORE STARTING YOUR FIRST CLASS!

Assignments

When you come to an assignment in your course, there will be directions for you to follow. For example, if you are assigned a 500 word essay, make sure you understand what you are supposed to write in your essay before you start.

Open a word processing program and type your essay. Remember to SAVE as you type. When your essay is finished, proofed, spell-checked and ready to submit to your teacher, go to the Student Locker inside your course (see Student Locker video on your home page for an instructional video on how to submit). Your teacher will promptly grade your essays, paper assignments and manually graded tests within one week of them being submitted. Once graded, your teacher will immediately post your grade so you may view it.

There are tests or assignments throughout your course. Please be careful not to miss any. They do not come just at the end of a unit.

Attendance

The REAL Virtual Summer Academy is a very intense and highly concentrated learning time. Therefore, it is imperative that students work on class assignments each day. Students must discipline themselves to keep up with the coursework, as they will be working independently. **There will be no refunds for students who do not complete work assignments or who drop out of the program.**

When you take an online course you need to prepare yourself as you would for any course in a classroom setting. Key differences are that your teacher is online and not face-to-face, and your textbook is on a computer.

In an online course, time management is critical to success because most activities can be accomplished asynchronously, which means you don't necessarily have to be online at the same time as your instructor or other students.

All students will automatically be enrolled in an ***Introduction to Online Learning*** class. This class will prepare you for success as an online student. It must be taken before you start your academic course(s).

Code of Conduct (Chat E quette)

Although students will not be in a "classroom" during the summer, it is important to remember that the "chat room" is considered a classroom. Only conversations pertaining to course information or questions should enter the chat room. Just as a classroom teacher would not allow free talking during the class period, students are not allowed to chat freely about various topics. When you are addressing your teacher, whether it is in chat, e-mail, or by telephone, please remember to use good manners and always treat your teachers with respect.

For safety, you should never exchange personal information with another student. This is something you should not do whether you are in the Advanced Academics chat system, or anywhere on the Internet.

The REAL Center maintains strict rules concerning the chat room:

The chat room is monitored 24 hours-a-day, 7 days-a-week. ***All conversations in the chat room are recorded and archived.*** Remember that your teacher and staff at the REAL Center can access and print out your conversations at any time!

- Inappropriate conversation is not allowed at any time in the chat room.
- Students disregarding chat room rules will be subject to disciplinary measures.
 1. First Offense: A student will receive an e-mail warning or a phone call.
 2. Second Offense: A student will be disengaged from the chat room for one week.
 3. Third Offense: A student will be disengaged from the chat room for one month.
 4. Fourth Offense: As a result of continuous inappropriate behavior a student will be disengaged from the chat room permanently. Communication with your teacher will be via e-mail, fax and telephone.

There will be no refunds for students who are dismissed due to behavior problems.

Contact and Communication with Online Course Teachers

You may contact your teacher via chat, e-mail, fax or telephone. For easy reference, your teacher contact information is listed in your course syllabus and in your welcome letter. In order for your teacher to understand clearly who they are working with and how they can help you, please remember the following when you contact them:

- State your first name and last name
- State the name of the course to which you are referring
- State the chapter and lesson name if applicable
- State your question or reason for your contacting your teacher

The toll-free number is 1.866.2eLEARN (235.3276). Students may use Advanced Academics toll-free phone number from anywhere in the United States. Whether the call is made from home or a payphone at school, there is no long-distance charge to the student. Teachers or teaching assistants are available Mondays through Fridays 24 hours a day. Technical assistance is available 24/7.

Course Structure

In order to determine the basic content and what you must complete in the course prior to the final exam, it is important to review your Syllabus and Assignment Chart for the list of all assignments, essays, and tests. Use the Study Guide as you read through the materials to take notes.

Take notes on all the material as you read and work through your course, just as you would when listening to your teacher lecture or as you read a textbook. Taking good notes will help prepare you for studying prior to taking any tests throughout the course.

What is a Syllabus?

At the very beginning of your course, you will see a URL, or the word *Course Syllabus*. Click on either of these to bring up your course syllabus. A syllabus is a document that provides you with information about your teacher, technical support contact information and your class. The syllabus is not an assignment in itself. It is an important document and provides a week-by-week guide that will help you know what is expected of you during your course. It is advisable to print out the syllabus and keep it handy for reference as you work throughout the course. Use the Syllabus to assist you in planning how much time you will need in order to be successful in your course.

What is a Course Outline?

Your online course is structured in Units, Chapters, and Lessons. When you begin your class, you should work through the Units in the order that they are listed. Each Unit contains one or more Chapters on a particular subject. Each Chapter is made up of multiple Lessons which will require you to read, perform an activity, write a paper or an essay, do homework, or take a test.

The Outline will display each unit and chapter in your course. The units and chapters with the Jump To buttons are the units or chapters that you have accessed. It is necessary to go in the order in which a class is outlined.

What is the Next Button?

Click on the arrow> *Next* button to move from unit page to unit page inside the course. The *Next* button will not take you back to any links.

How Long Can I Work on a Course?

The time limit on a course (number of days) is determined by the REAL Center. Please see the calendar at the beginning of this handbook. To view how many days you have remaining in a class, go to the bottom of your home page and review the student progress report.

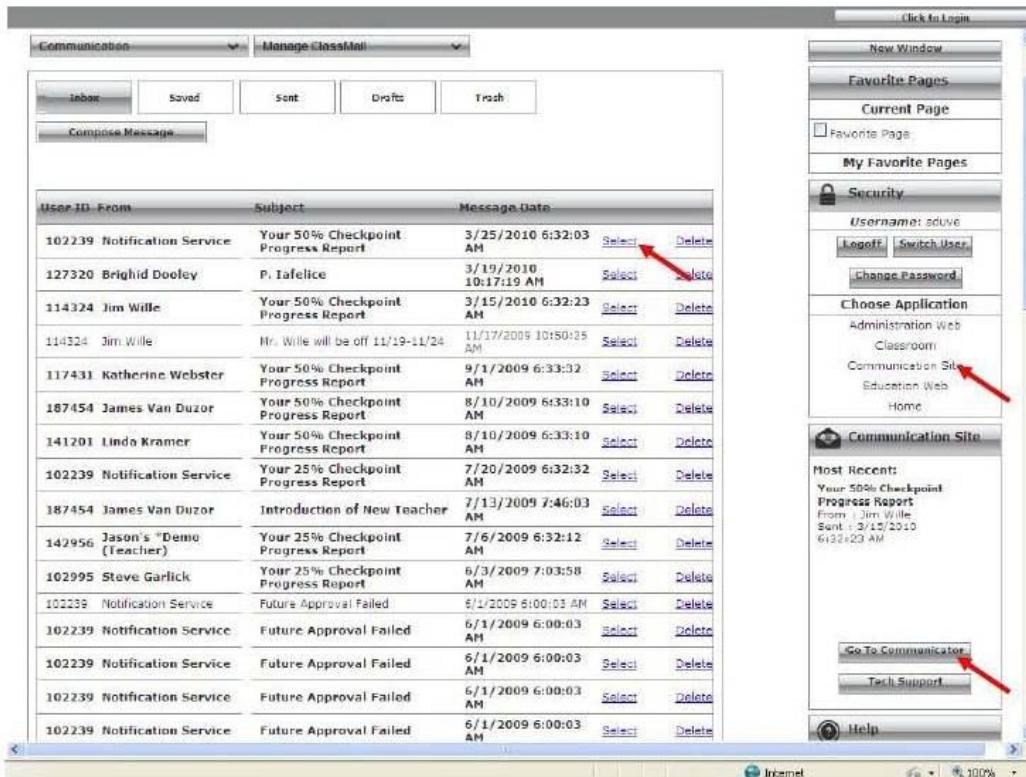
E-Mail

At the beginning of your course work, please send the REAL Center your email address to: Jennifer.carnes@realcenters.com

CLASS MAIL

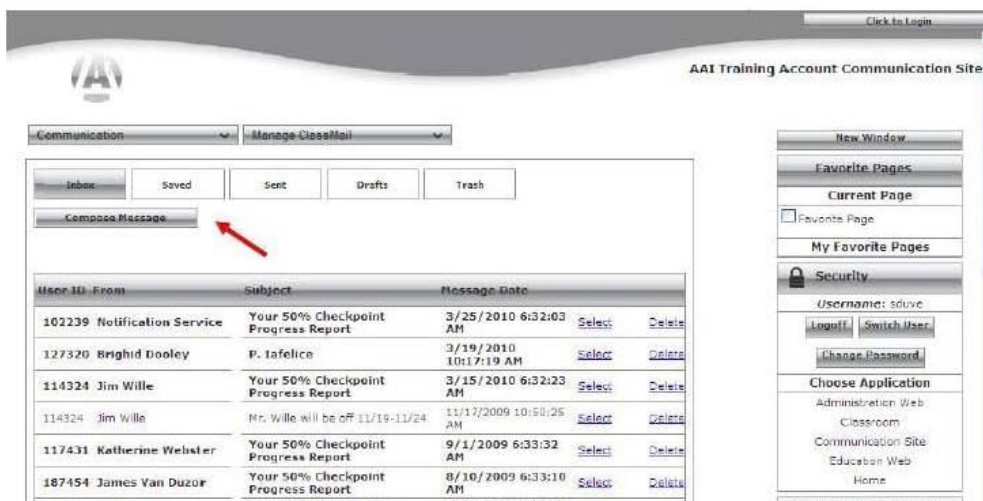
THIS IS AN INTERNAL MESSAGING SYSTEM SIMILAR TO EMAIL. IT CAN ONLY BE USED BETWEEN AAI STUDENTS AND STAFF

1. Click Go to Communicator in the Communication Site snap menu or select Communication from the Applications menu. To view a message, click Select next to the message to be viewed.



TO COMPOSE CLASS MAIL

1. From the Inbox, click Compose Message



E-mail Etiquette

- Check your e-mail daily and always reply, even if it is brief.
- Be very careful how you express yourself, especially if you are upset.
- Do not use all capital letters. It is the email equivalent to shouting at someone.
- Use both your first and last name in e-mails to your teacher.
- In addition to your name, when sending an assignment to your teacher, always include the name of the course and the name of the chapter. This will help your teacher post your grades quickly and correctly.
- Always spell check before sending an e-mail.

- Use your best vocabulary and proper grammar skills. Use proper capitalization and punctuation. Do not use slang.
- Do not open unexpected email attachments from someone, even if it is someone you know. Attachments can contain viruses and other software that is potentially harmful to your computer. Check with the sender to confirm that they sent you an attachment before opening.

Final Exam

The final exam for all classes will be held at the REAL Center. Students will have to option to take the exam at either one of our locations:

A schedule of final exam dates will be released by the end of July.

Grading Procedure & Progress Reports

When Will I Receive My Grades?

Some homework assignments and tests are graded by the system. Other assignments, such as papers, essays, and long and short answer test questions are graded by your teacher, who will enter the grade manually. Your teacher will notify you by e-mail that she/he has received your assignment. After submitting an assignment, your grade should be posted within a week. In peak grading periods when graduation deadlines are approaching, it is advisable to not wait until the last moment to submit your assignments.

How Can I Look at My Grades?

From your Advanced Academics homepage, go to Classroom and hover over the drop down box labeled My Courses. You will see a selection labeled, My Grades.

MY GRADES

1. Select Classroom. Hover on the drop down box and Click on My Grades

The screenshot shows the AAI Training Account Classroom interface. At the top, there is a 'Click to Login' button and the text 'AAI Training Account Classroom'. Below this, there is a 'My Courses' dropdown menu. The dropdown menu is open, showing 'My Courses' and 'My Grades'. A red arrow points to 'My Grades'. Below the dropdown menu, there is a 'Select a course to begin' button. Below that, there is a table with columns: 'Description', 'Current Grade', and 'Last Accessed'. The table contains two rows of course information. Below the table, there is a 'Show Calendar' button. On the right side of the interface, there is a sidebar with sections: 'New Window', 'Favorite Pages', 'Current Page', 'My Favorite Pages', 'Help', 'Communication Site', and 'Security'. The 'Help' section includes links for 'Navigation Demo', 'Grade Viewer Demo', 'Communication Demo', 'Instant Help Demo', and 'Student Drop Box Demo'. The 'Communication Site' section includes 'Most Recent' and 'Your 50% Checkpoint Progress Report'.

Description	Current Grade	Last Accessed
CBE - Pre-Algebra A(Pre-Algebra A - CBE)	N/A	8/11/2009
INTRODUCTION TO SOCIOLOGY(AAI)	63%	8/12/2009

2. Click Select to view the grades for the course.

AAI Training Account Classroom

My Grades

Grade Viewer

Select a class to see grades

Active Courses

Course	Class	Current Grade	Letter Grade	Current Status	Days Remaining	
CBE - Pre-Algebra A	Pre-Algebra A - CBE	N/A	N/A	Approved	427	Select
INTRODUCTION TO SOCIOLOGY	AA1	63%	D	Approved	414	Select

Adaptive Tests

ID	Assessment Name	Start Date	End Date
No records to display.			

Finished Or Dropped Courses

Course	Class	Current Grade	Letter Grade	Current Status	Days Remaining	
JOURNALISM A	AA1	0%	F	Finished	0	Select
Language Arts I A - RP	AA1	0%	F	Finished	0	Select

Navigation sidebar:

- New Window
- Favorite Pages
- Current Page
- Favorite Page
- My Favorite Pages
- Help
 - Navigation Demo
 - Grade Viewer Demo
 - Communication Demo
 - Instant Help Demo
 - Student Drop Box Demo
- Communication Site
- Most Recent
 - Your 50% Checkpoint Progress Report
 - From: Jim Wille
 - Sent: 3/15/2010 6:12:23 AM
- Go To Communicator
- Tech Support
- Security

3. Click View Questions to see the questions for your graded assessment.

AAI Training Account Classroom

My Grades

View Class Grades

Student Name: Duve Susan

Course Name: INTRODUCTION TO SOCIOLOGY

Class Name: AA1

Time in Course: 1:04

Current Grade: 63% (D)

Course Grade (Calculated With 0's for All Incomplete Work): 23.7%

Percent Complete: 38%

Assessment Name	Grade	Points Possible	Status	Notes
Unit 1 Quiz #1: Introduction to Sociology	63% (D)	3.00	Graded	View Questions
Online Lab Assignment: India - Hole in the Wall	N/A	5.00	In Progress	You can improve your grade by re-entering this assessment. Jump To

Total Points Possible for this Course 8.00

Extra Credit Received for this Class

Point Value	Reason
No records to display.	

[Back](#)

Navigation sidebar:

- New Window
- Favorite Pages
- Current Page
- Favorite Page
- My Favorite Pages
- Help
 - Navigation Demo
 - Grade Viewer Demo
 - Communication Demo
 - Instant Help Demo
 - Student Drop Box Demo
- Communication Site
- Most Recent
 - Your 50% Checkpoint Progress Report
 - From: Jim Wille
 - Sent: 3/15/2010 6:12:23 AM
- Go To Communicator
- Tech Support
- Security

4. Click Back to exit My Grades.

Students and parents can check student progress at any time during the course. Students will receive numeric grades for all classes taken. At the end of the course, a transcript will be sent to each parent showing the final grade and credits earned (where applicable.) The grade for the summer will be counted per each district's school policy.

The REAL Center cannot guarantee specific student outcomes for grades.

It is the student's responsibility to make sure that your school district receives your transcript. Transcripts will be placed in the mail to each student at the end of the class session.

Instant Help

The *Talk to a Teacher* button is located in the upper right corner of the screen when you are logged-in to your course. To enter the chat room and get real-time assistance, click on the *Talk to a Teacher* button. Within chat you can also watch your teacher work out problems on the white board feature attached to the chat room.

To have a person-to-person conversation with your teacher in chat, double click on your teacher's name to open a new chat window. Type your message just as you would do in the main chat room, click send when you are finished typing. If your teacher is available to respond, you will receive a message that says "Your teacher has accepted your chat request". Only you and your teacher will see your conversation.

If you do not see the name of the teacher with whom you wish to speak, ask another teacher to help you or contact your teacher for you. They will be happy to assist you. If your teacher is unavailable or busy assisting another student you can send an e-mail or call one of our teaching assistants, who will set up an appointment for you with your teacher.

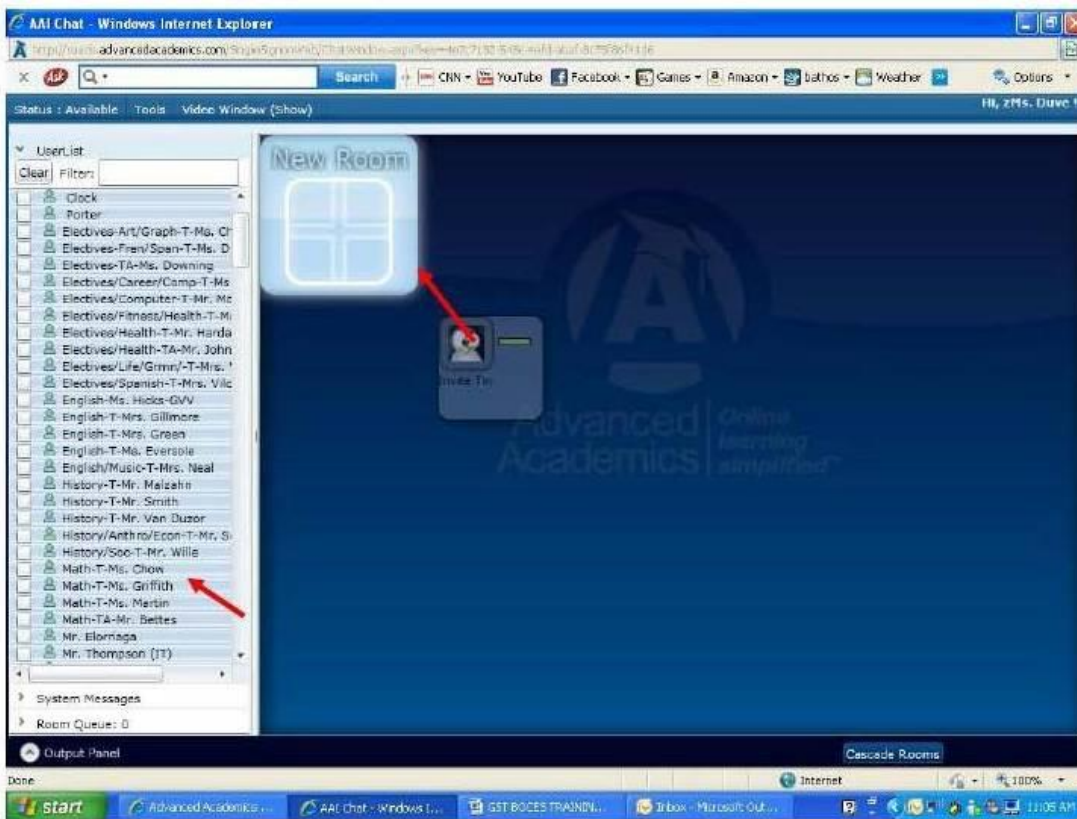
COMMUNICATION TOOLS FOR STUDENTS

Instant Help -Talk to a Teacher

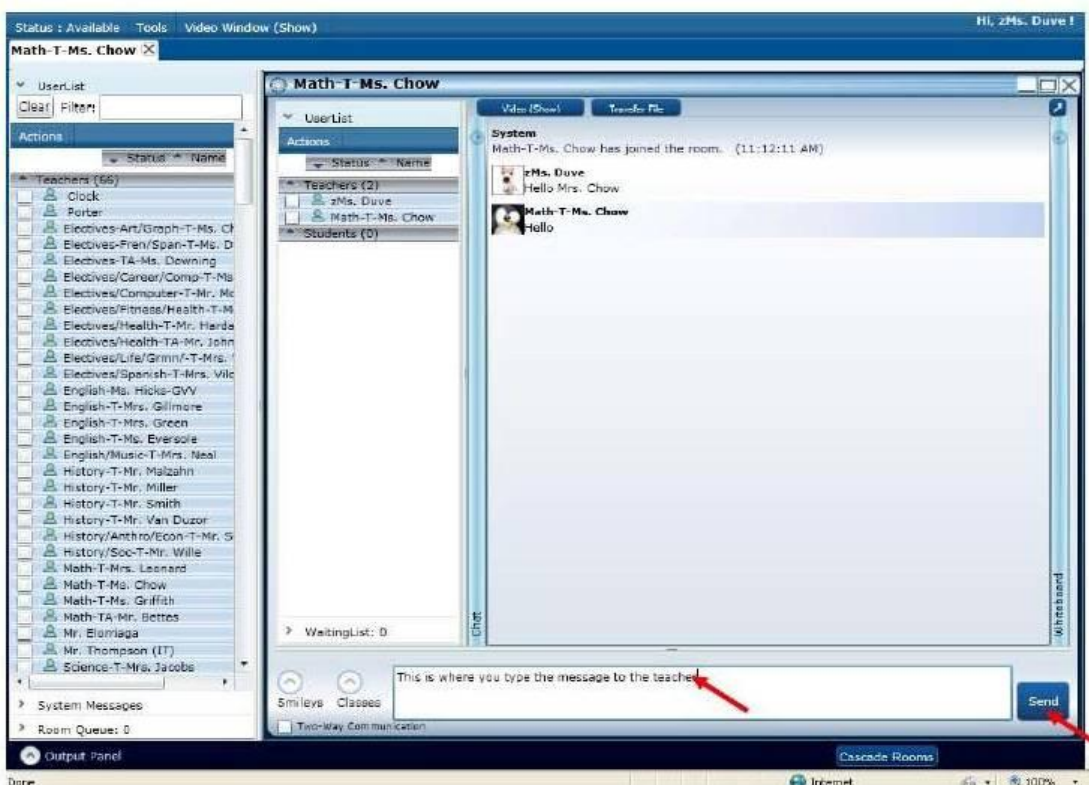
1. Click Talk to a Teacher at the top right of your screen



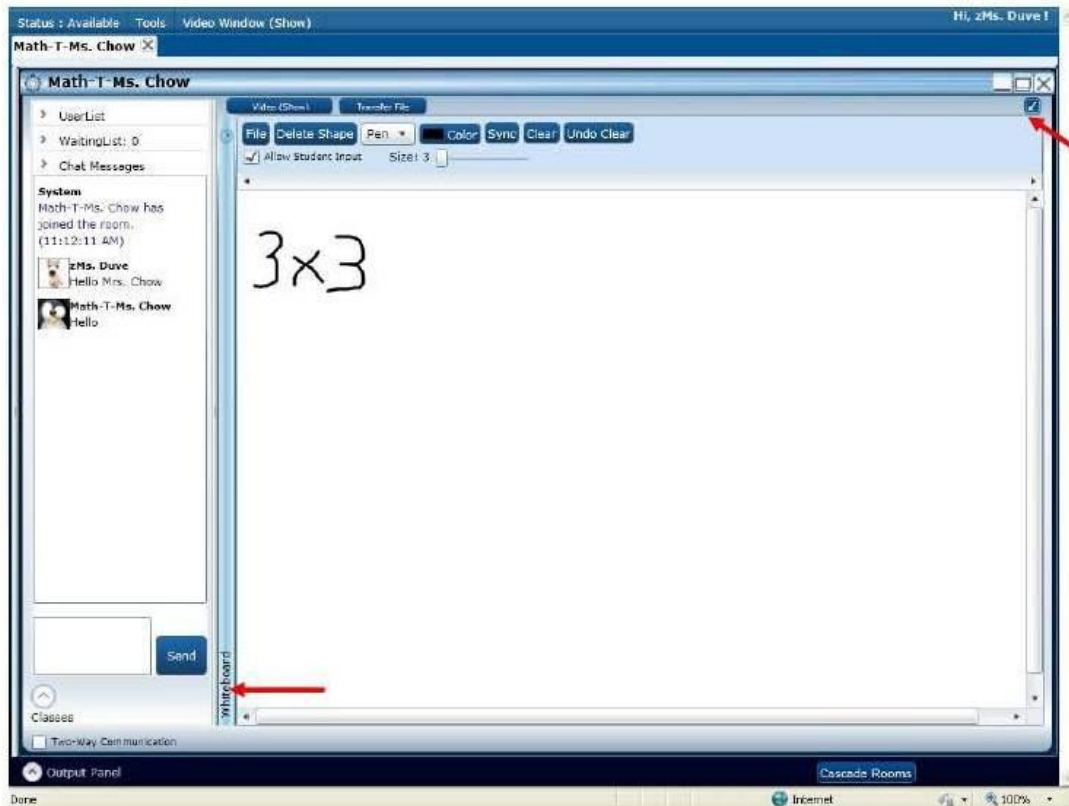
2. Click the name of the person to chat with and drag to the left corner of the blue screen



3. A private chat window will appear, type your message in the text box at the bottom, click Send or Enter to send the message. Note: In order to use Talk to a Teacher, you must have your pop-up blocker turned off, or set to accept pop-ups from our site.

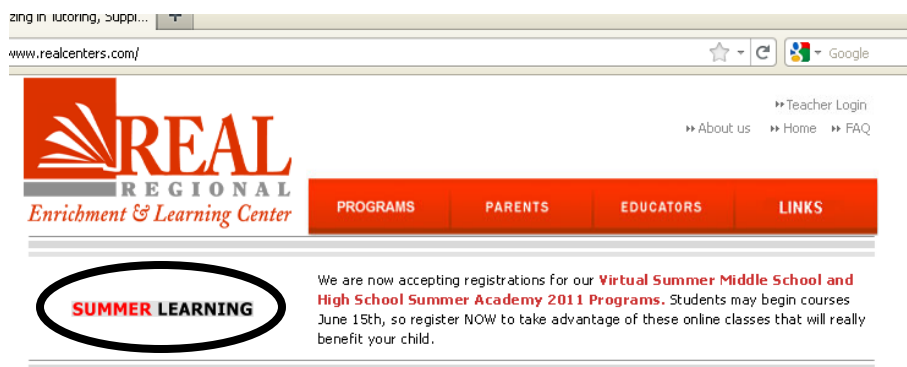


4. If the student or teacher needs to use the whiteboard, click on the whiteboard. It can also be expanded by clicking on the arrow in the upper right hand corner.

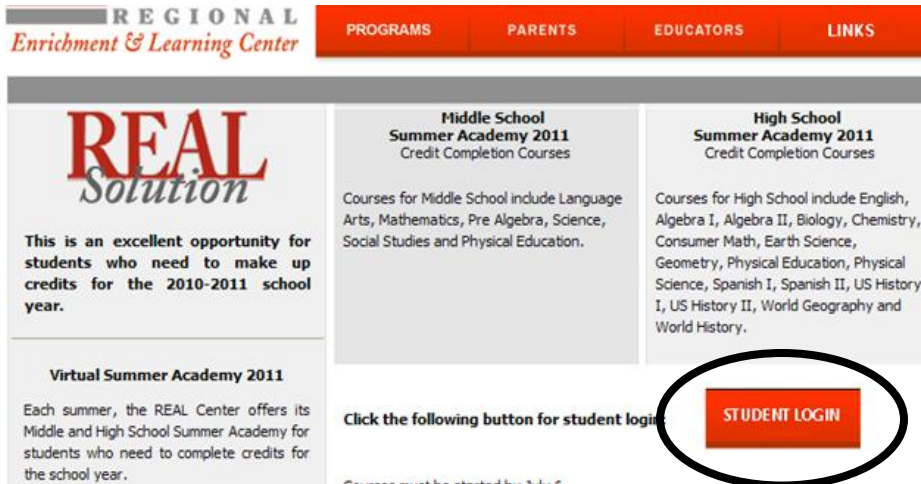


Log In

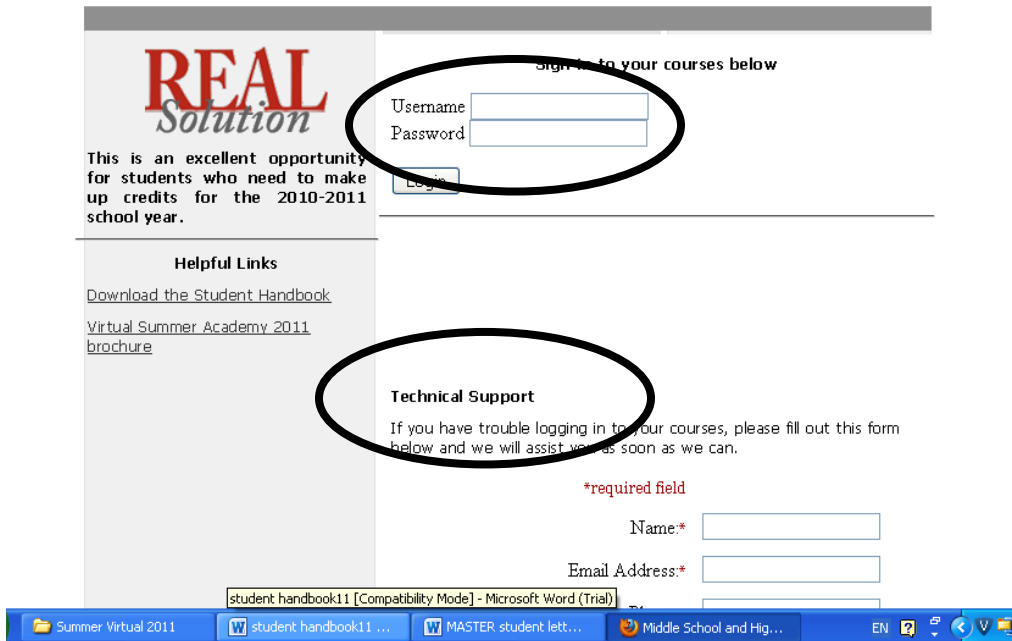
1. To log in to your class, go to our website: www.realcenters.com. At the top of the page you will see "SUMMER LEARNING" Click on that.



2. You will reach the summer school page. Click on the button that says, "STUDENT LOG IN."



3. After your click on STUDENT LOG IN, you will be taken to log in page.



4. Student user names and passwords are the same. They are set up as first initial last name, example: Jane Doe would be jdoe. If you have a common last name, you may have a number after your last name. We will notify you if we make a change to your user name.

Please note that if you have any technical issues, this is the page to use to get help.

After successfully logging in, you will be taken to the Home Page. This is an interface used to:

- Switch between applications – Look at the Switch Application Menu on the right side

- Share web links – Via places to visit on the bottom left
- Make announcements – Under Quick links on the top left
- Help – View help demos on the top right
- Student Progress Report – This is a good snapshot of where the student is at with courses

Upon the first login, the student will be asked to watch several of our help and demonstration videos. Once you enter the main part of our system, you will first land on the portal or Home page. From there you can switch to other applications in the ROADS system.

BEGINNING A COURSE

1. Select Classroom from the Home Page User Applications Menu

The screenshot shows the Advanced Academics Home Page. At the top, there is a blue banner with the 'Advanced Academics' logo and the text 'Advanced Academics Home Page'. Below this is a navigation bar with 'HOME' and 'Logged on as: jeffmiles - Sign Out'. The main content area is divided into several sections:

- Welcome!**: A message saying 'Welcome to Advanced Academics'.
- Student Progress Report**: A table with columns for Course Name, Class, Status, % Complete, Current Grade, and Days Remaining. The table lists several courses, including 'AAI Demo 09-10', 'ALGEBRA I A', 'Algebra I B', 'AMERICAN HISTORY A', 'AP Biology Semester I', 'AP Calculus BC Semester I', and 'AP ENGLISH LANGUAGE Semester I'.
- Help**: A section with links to 'Navigation Demo', 'Grade Viewer Demo', 'Communication Demo', 'Instant Help Demo', and 'Student Drop Box Demo'.
- System Announcements**: A section for system updates.
- Switch Applications**: A section with a 'Choose Application' dropdown menu. A red arrow points to the 'Classroom' option.
- Quick Links**: A section for quick navigation.
- Maintenance Notice**: A section for system maintenance schedules.

How Do I Get To My Course?

After you Login, select Classroom from the Application Menu. Once there, you will see a list of your course. Click on *Course Home* to begin your class.

To navigate through your course for the first time, click on *Start from Beginning*. Once you have made progress in the course you will be able to click *Last Point* to automatically return to the

last section of the course you were working on. You cannot skip past sections that are not completed.

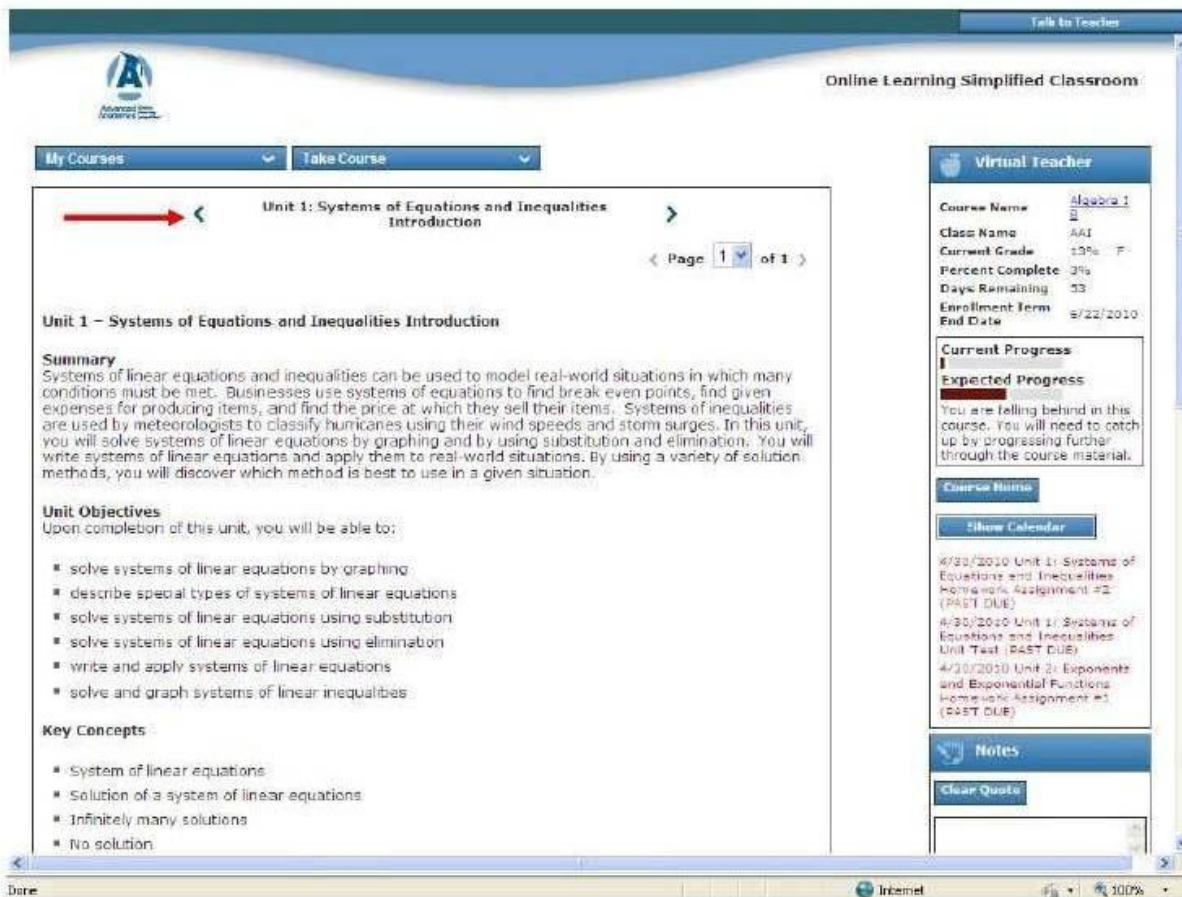
2. Click the Course Home button for the class you would like to start working on.



3. Click on Start From the Beginning OR if the class has already been accessed, click on Last Point or use a Jump To button.



4. Move through the course by using the navigation bars. The navigation bar at the top will list the current section being worked on. Each section may have multiple pages of content. To navigate the pages in a section, use the arrows in the navigation bar. Click > to go to the next page and click < to go to the previous page.



Plagiarism Policy

Plagiarism is using other people's words, phrases, or ideas without giving them credit.

All students who register for courses with the REAL Center must sign a plagiarism policy verifying that all work completed is indeed their own work.

You need to document your sources when you do the following:

- Use or refer to someone else's words or ideas from a magazine, book, newspaper, song, television program, movie, Web site, computer program, or any other format
- Copy the exact words from a source
- Paraphrase or summarize someone else's words or ideas
- Copy or reprint any diagrams, charts, illustrations, or picture

You do NOT need to document sources when you do the following:

- Write from your own experiences, observations, or insights
- Write about your own conclusions about a subject or event
- Use “common knowledge” that can be found in several sources. Common knowledge is a fact that is found in several sources and is very difficult to trace back to the original source. For example, there are 7 days in a week and 52 weeks in a year.

Use **MLA documentation style** to document your sources. Ask your teacher before you turn in the assignment if you have any questions.

Consequences for plagiarizing at the REAL Center

The REAL Center will be notified of each plagiarism occurrence. Generally, if a student plagiarizes an assignment he or she may retake the assignment for 50% credit. We note the plagiarism in the student’s permanent record. If the student should plagiarize another assignment in any class, he or she will automatically receive a zero for the assignment with no chance of retaking it. Our best advice is this: “When in doubt, ask your teacher!”

Preparation for Class

The advantage of learning on your *own time* also makes it easier to put off logging on and participating in class. As with any traditional course, you risk earning a lower grade if you fall behind. Your schedule is up to you but if you do not do the work, it does not get done!

- Set goals for yourself. Use your course syllabus to help you. Plan on working a specific number of hours per week on a regular basis on your course work.
- Pencil in dates to ensure you can finish within the time frame you have been allotted.
- If you start to fall behind, you will need to plan on making up your assignments.
- Falling behind more than one week could turn into a serious problem before you realize it.
- It is important to pace yourself as assignments will vary in length.
- The calendar in ROADS will also help you stay on track with your assignments.

Always remember to contact your teacher if you are having problems with any aspect of your course, or would like to discuss a work schedule. Your teacher wants you to succeed.

Take notes on all the material as you read and work through your course, just as you would when listening to your teacher lecture or as you read a textbook. You can handwrite your notes in a notebook or enter them on the computer.

The notes you take will prepare you for studying prior to taking any tests throughout the course.

The program also contains “Student Notes” that will allow you to “jot” down any thoughts concerning a certain part of your course. Notes can be accessed from anywhere in your course, except for quizzes and tests, by clicking on the Notes Button.

Right Click Method

To add a note, highlight the text and right click mouse button. Click Add Note, move your mouse pointer into the top text box. Add your own note to the Your Note text box. Click Add Note to save note, or click Clear Quote to start over.

Students should have the following materials available for class each day:

Notebook or loose-leaf paper

Pens

Pencils

Any other course materials needed will be listed in the introduction section of the course(s) taken.

Software Requirements

In order to successfully take your online courses, please note the software requirements:

The ROADS 2.0 system provides a rich, interactive experience for students. It is therefore recommended that before you get started you should have the minimum hardware and software requirements.

Note: The ROADS 2.0 system does not utilize local hard-disk storage, so you are free to access the system on any number of different computers, from school or at home.

• Supported Operating Systems:

Microsoft® Windows 98, Windows Millennium Editions, Window NT® 4.0, Windows 2000, Windows XP Professional or Home Edition, Windows Vista

Apple® Mac OS 10.4.8+ (Intel-based)

• Minimum Hardware Specifications:

Windows-compatible PC with an equivalent of 233 MHz Intel® Pentium® Processor

Apple Macintosh with 180 MHz PowerPC® 604e processor or higher (OS 10.4.8+ with Intel processor required for Instant Help)

512 MB of RAM

Super VGA (800 x 600) or higher-resolution monitor with 256 colors. 1024 x 768 display area recommended

16-bit audio adapter and speakers

• Internet Connection: It is highly recommended to have DSL, Cable or better.

DSL, Cable Modem or faster Internet access

• Web Browsers: Free Downloads

Microsoft Internet Explorer version 6 or newer

Netscape version 6.1 or greater and other Mozilla-based browsers

(Firefox)

Safari for Apple® Mac and Microsoft® Windows.

Browser Plug-ins and Helper Applications*

In addition to a compatible web-browser, Advanced Academics also requires the following applications (all are free downloads):

• Adobe Flash Player version 9 or newer

• Adobe Shockwave Player version 8 or newer

- Microsoft Silverlight version 3.0 or newer
- You will also need a compatible media player (one or more of the following):
 - o Microsoft Windows Media Player
 - o Apple Quick Time Player
 - o Real Player

*Please be aware that you may require the services of a network administrator who can configure firewall rules, install software and address other technical issues. Our assessment will immediately identify most network issues.

Student Lockers

The Student Locker provides a place for you to store all documents, written papers, other files and assignments related to your course. Your name and course appears up at the top of the Student Locker. You have one student locker for each course in which you are currently enrolled. The Student Locker will also provide you with the ability to send files (papers, essays etc.) to your teacher for evaluation and grading. You can also upload Word or Excel documents, as well as any other documents that may be required for your course by following the simple instructions given on the screen.

To submit work, you will need to create a document in a word processing program, such as Microsoft Word. Instructions to add, turn in, and delete a document are also included inside your locker.

If you have a document that is required to be submitted, you will be prompted to use the locker feature. To add a document to your locker click on the *Browse* Button located towards the top center of the screen and choose the document you wish to upload. Choose the Unit, Chapter or Lesson you wish the document to be associated with or leave as a general file in a course. If the file consists of work you are submitting to your teacher you will want to be very specific in the reference name you give the document. Click the *Save Locker Item* button to add it to your locker or *Submit* if you are ready to submit it to your teacher.

You can retrieve any of the documents in the list by clicking on the File Name in the file column of the document list. You may delete documents that have not been turned in to your teacher by clicking the *Delete* button next to the document you wish to delete. Confirm the delete by clicking *OK*.

Teaching Staff

Your teacher for each course is a certified classroom teacher who has experience teaching online courses. Your first introduction to your teacher will be in a welcome e-mail letter that you will receive. You will also receive a welcome phone call from your teacher after your enrollment is entered. Your teacher will give you an overview of the course and answer any questions you have.

REAL Teachers

Although you will have an “online” teacher, you will also have a REAL Center teacher who will monitor your progress and check in with you if needed. Your monitor’s name will be listed in your confirmation letter.

Tests and Exams

You are allowed to open a test ONCE. Be sure that you have completed all the work required for the unit and are ready to take your test when you begin. Allow yourself plenty of time to finish. When you are finished click the *Submit* button located at the bottom of the screen.

If you do not continue to work actively in your test you may be timed out. If you open a test and then close your computer screen or click Submit for Grade you will be locked out of your test. If you feel you have been unfairly locked out of a test due to computer problems, please contact your teacher immediately via personal chat or telephone.

If you open a browser while taking a test, you will be immediately locked out of the test.

You will automatically receive your test results for multiple choice, true/false and specific fill in the blank questions. Manually graded assignments and tests will be graded within one week.

All students will be required to take the final exam at the REAL Center.

Student and Parent Acknowledgement

I have read the rules and regulations for the REAL Center's Virtual Summer Academy. I agree to abide by the rules set during the summer program.

Plagiarism Statement

Plagiarism is the use of another person's words or ideas without giving them credit. Sometimes you might plagiarize unintentionally if you don't know how to properly give credit to other people's words or ideas in your project. You might have difficulty understanding the difference between common knowledge and information that requires a citation. Plagiarism also includes instances when students copy and paste another person's words directly from a website or other online text and try to pass the words and ideas off as their own. Whether intentional or not, plagiarism is not acceptable.

- I have read and understand the plagiarism policy for the REAL Center. I verify that the work that I submit for all assignments is my own work, and that I have properly credited any outside sources that I used.

Student Signature

Parent Signature

Date

Please send back to the REAL Center by mail to:

*1371 Chews Landing Road
Laurel Springs, NJ 08021*

Or by email to: jennifer.carnes@realcenters.com

All forms must be returned by July 12, 2011.